

CHAPTER 20

INVENTORY PROCEDURES

Section 20A—GENERAL INFORMATION ON INVENTORIES.

20.1. Chapter Summary.

20.1.1. Accounts Included. This chapter contains information on conducting sample, complete, and special inventories of supplies and equipment for the following accounts:

20.1.1.1. Type stock record account codes B and E. Inventory schedules and conducts inventory for type stock record account codes B and E.

20.1.1.2. Satellite accounts. Satellite Supply personnel schedule and conduct satellite inventories.

20.1.1.3. Type stock record account code K. The accountable officer for type stock record account code K schedules and directs the inventory.

20.1.1.4. Type stock record account code P. Fuels accounting personnel schedule and conduct inventory for type stock record account code P. (See [Attachment 20A-1](#) for inventory adjustment certification or approval.)

20.1.2. Information Included. See [Section 20A](#) for general information on inventory procedures. See [Section 20B](#) for conducting a complete inventory, [Section 20C](#) for a special inventory, and [Section 20D](#) for a sample inventory. The inventory of in-use/in-place equipment, which has different procedures than other equipment, is explained in [Section 20E](#).

20.2. Purpose of Inventories. Inventories correct errors in processing and storage by comparing the item/detail record balance with the quantity of stock on hand or in use. Inventory also allows management to measure the accuracy of accountable records.

20.3. Exceptions.

20.3.1. Inventories of Fuel. Because inventories of fuels are specifically exempt from the provisions of this chapter. (See [chapter 34](#) for scheduling and conducting this inventory.)

20.3.2. Items Found on Base. See chapter 14, [section 14E](#) for the processing procedures for items found on base.

20.3.3. Waiver of Requirements for Inventory. See [volume 1, part 1, chapter 6, section A](#) for detailed procedures to waive inventory requirements.

20.4. Overview. [Section 20A](#) includes general information on inventory frequency and methods. It explains how to prepare for an inventory and how the computer automatically adjusts accuracy records. [Section 20A](#) further describes the procedures Inventory takes if adjustments require research, the supporting documentation required for such adjustments, and the purpose of inventory adjustment analysis. Also see this section for the inventory procedures for such select items as classified items, weapons, controlled items that are upgraded, and unserviceable detail assets. Finally, [Section 20A](#) describes how to process identity changes and how identity changes affect inventory records.

20.5. Frequency of Inventory. Conduct regularly scheduled inventories for satellites and type account codes B, E, and K as described below (see [Attachment 20A-4](#) for a summary of inventory frequency requirements).

20.5.1. Quarterly Inventory.

20.5.1.1. Out-of-warehouse investment assets. This inventory includes DIFM, hand receipts, spares' excess to bench mockup, and similar stocks controlled by command or local systems procedures or projects.

20.5.1.1.1. DIFM inventory. Use the procedure described in chapter 24, [section 24A](#).

20.5.1.1.1.1. Out-of-balance conditions. Processing a special inventory input format (IRC) adjusts out-of-balance conditions.

20.5.1.1.1.2. Unserviceable assets. Inventory processes the R920RW (unserviceable assets) portion of the DIFM reconciliation. To satisfy the unserviceable inventory requirements, Inventory performs a quarterly unserviceable reconciliation.

20.5.1.1.2. Non-DIFM assets. Use the special inventory procedures when conducting an inventory on out-of-warehouse investment assets that are not DIFM.

20.5.1.2. In-warehouse inventory of selected investment assets. AFMC notifies the bases of the items selected for inventory. Special procedures apply.

20.5.2. Semiannual Inventory.

20.5.2.1. Classified and sensitive items. Schedule and conduct the inventory for type record account codes B and E on the following: classified items identified by controlled item codes A through H, K, L, O, S, and T; and sensitive items identified by codes 1, 2, 3, 4, 5, 6, 8, 9, Q, R and \$. When any item is upgraded to classified, Storage and Issue sends a copy of the warehouse data change notice to Inventory so that it can conduct the special inventory action immediately.

20.5.2.2. BASS/IEE Items. Perform a wall-to-wall inventory of the BASS/IEE during September and March using BIR procedures (if under bulk issue). If under line item accounting, use normal complete inventory procedures (see [Section 20B](#)).

20.5.2.3. Items with a controlled item code U and 7 in the B and E account. Schedule an inventory for items with a controlled item code U and 7 in the B and E account either semiannually or annually.

20.5.2.3.1. Semiannually. For a semiannual inventory, use the sample inventory technique for item records with Controlled Item Code U or 7 if the issue exception code is not E, K, 3, or 6 or the type SRAN is not equal to E (see [Section 20D](#)).

20.5.2.3.2. Annually. The Chief of Supply may decide to conduct an annual inventory. For annual inventories, use normal complete inventory procedures (see [Section 20B](#)).

20.5.3. Annual Inventory. Conduct an inventory of supply points annually. Conduct an annual inventory of pilferable items located in-warehouse and identified by controlled item codes I, J, M, N, P, V, W, X, Y, Z, or *. Also conduct an annual inventory of NOCM equipment.

20.5.4. As Required Inventory.

20.5.4.1. Items added to the critical item management system. Using special inventory procedures, do a complete inventory of all items added to the critical item management system. Unless

an item has been inventoried within the past 30 days, this inventory must begin no later than five days after Inventory receives the 1GP output document that identifies new critical items requiring inventory.

20.5.4.2. Custody receipt accounts. Perform an inventory of custody receipt accounts (CA/CRL) only if the organization commander or staff agency director makes a written request. The organization commander or staff agency director must justify the request for inventory by citing specific discrepancies that cannot be resolved.

20.5.4.3. Upgraded items. For controlled item code upgrade inventories, see the instructions in this chapter.

20.5.4.4. Deviations. You may inventory items more frequently than is usually required if the Chief of Supply or a higher authority states that it is necessary.

20.6. Method of Inventory.

20.6.1. Complete Inventories. Perform complete inventories using the closed warehouse-method of inventory. This method applies to all stock record account codes and satellites (see [Section 20B](#) for conducting a complete inventory). In-use/in-place equipment also requires a complete inventory (see [Section 20E](#) for conducting an inventory of in-use/in-place equipment).

20.6.2. Special Inventories. Use special inventories for all type accounts except fuels. Also use special inventories to correct out-of-balance conditions (see [Section 20C](#)).

20.6.3. Sample Inventories. Conduct sample inventories using the closed warehouse method of inventory (see [Section 20E](#)).

20.7. Preparation for the Inventory.

20.7.1. Planning Carefully. To be efficient, plan inventories carefully. Determine the length of time and the number of items selected for inventory carefully so that normal Supply operations do not suffer.

20.7.2. Establishing an Inventory Schedule. Establish an inventory schedule by fiscal year to ensure that all items assigned a warehouse location and/or on a detail record are inventoried at the frequency described above. When it is practical, the inventory schedule should follow the warehouse location validation in chapter 14, [section 14D](#) for type stock record account codes B, E, K, and satellites.

20.7.2.1. Inventory deadline date. Establish an inventory deadline as the date on which the inventory begins. The balance on the computer record as of the deadline date is the balance with which the inventory count input balance is compared.

20.7.2.2. Copies of the inventory schedule. Provide copies of the inventory schedule to all affected sections/elements or flights.

20.7.3. Selection Criteria for Out-of-Cycle Requirements. To satisfy specific and abnormal requirements, select items to be inventoried by using the controlled item code, ERRCD, date of last transaction, and date of last inventory.

NOTE: Out-of-cycle inventories that satisfy abnormal requirements do NOT satisfy quarterly, semianual, or annual complete inventory requirements.

20.7.4. Efficiency. The Chief of Supply or the commander for other type accounts and satellites ensures that the warehouse does not remain closed to normal receipts and issues for an unreasonable length of time. This person also makes sure that all backlog transactions are immediately processed after an inventory is completed.

20.8. Automatic Adjustment Criteria.

20.8.1. Items Involved. If the inventory balance and the computer balance do not agree, the computer may make an automatic adjustment for certain serviceable items. Automatic adjustments will be made only after an inventory recount is performed and the following conditions are met:

20.8.1.1. Record balance. The record balance does not agree with the count quantity for type account code B.

20.8.1.2. The dollar value for automatic adjustment is computed by multiplying the adjusted quantity by the unit price. The following automatic adjustment criteria apply:

20.8.1.2.1. Pilferable items less than \$100.00.

20.8.1.2.2. Controlled item code U, unclassified items less than \$1,000.00.

NOTE: Controlled item code 7 items, although considered unclassified for storage and handling purposes, require research prior to adjustment. (See chapter 27, [section 27K](#) for definition of controlled item code 7.)

20.8.2. Inventory Recount Output Formats. If there is a discrepancy between the inventory balance and the computer balance and the items do not meet the criteria above, the computer produces an IRC (inventory recount output format).

20.8.3. AUTO-COMPL. The phrase AUTO-COMPL identifies automatic adjustments on both the transaction register (stock number requested field) (print-punch flag contains A) and the consolidated inventory adjustment document register.

20.8.4. AUTO-SAMPLE. Automatic adjustments from sample inventories IRR/IRS that meet the conditions above are identified by type adjustment code 9 and the phrase AUTO-SAMPLE.

20.9. Inventory Accuracy.

20.9.1. Maintaining Inventory Accuracy Data. The inventory accuracy data for management of all accounts (including satellite system designators A1 through A9) are maintained internally. Inventory accuracy records are maintained by type stock record account, type inventory, and category of property as follows:

20.9.1.1. Type stock record account code B/E.

20.9.1.1.1. Complete: Repair cycle, EOQ, equipment in warehouse, GSD, MSD, and investment.

20.9.1.1.2. Special: Repair cycle except DIFM, EOQ, equipment in-warehouse, equipment in-use, GSD, SD, and investment.

20.9.1.1.3. Identity changes: Repair cycle, EOQ, equipment, GSD, MSD, and investment.

20.9.1.1.4. Sample: Repair cycle, EOQ, equipment in-warehouse, GSD, MSD, and investment.

20.9.1.2. Type stock record account code K.

20.9.1.2.1. Complete: Repair cycle and EOQ.

20.9.1.2.2. Special: Repair cycle and EOQ.

20.9.1.2.3. Identity change: Repair cycle and EOQ.

20.9.1.3. Inventory Accuracy Trends. M23/NGV869 provides a consolidated listing of inventory adjustments (see chapter 5, section 5C, [attachment 5C-23](#)).

20.9.2. Updating Inventory Accuracy Records. The following programs update inventory accuracy records:

20.9.2.1. Inventory count (CIC).

20.9.2.2. Inventory recount/special inventory (IRC).

20.9.2.3. Sample inventory count (IRS).

20.9.2.4. Sample inventory recount (IRR).

20.9.2.5. Identity change (FCH).

20.9.3. Computing Inventory Accuracy. Inventory accuracy is computed using the following formula:

20.9.3.1. Add total units over to total units short.

20.9.3.2. If the combined total equals zero, then the accuracy will be 100 percent.

20.9.3.3. If the recorded balance is equal to or less than the combined total, then the accuracy will be 0 (zero) percent.

20.9.3.4. If the recorded balance is greater than the combined total, divide the recorded balance into the combined total and then multiply by 100. Subtract the result from 100, and this will be the percent accuracy.

20.9.4. Printing Inventory Accuracy Records. The inventory accuracy records will be printed on the Consolidated Inventory Adjustment Document Register (M10/NGV836) and the monthly Supply/Equipment Management Data Report (M32/NGV808). Delete inventory accuracy records at the end of the fiscal year.

20.9.5. Overflowing Inventory Accuracy Records. If inventory accuracy records overflow, process according to the applicable reject. (See [chapter 7](#) for processing rejects.)

20.9.6. Formats. See [part 4](#), for formats of the inventory accuracy records.

20.10. Consolidated Inventory Adjustment Document Register (M10). See [chapter 18](#) for information on the Consolidated Inventory Document Register.

NOTE: All references to Inventory and Document Control in this paragraph apply to satellites if they have such sections in operation. Otherwise, the CSB Document Control/Inventory applies.

20.10.1. Inventory Adjustment Documents. Inventory adjustment documents are stored internally on the inventory adjustment records. See [part 4](#) for the formats of the inventory adjustment records.

20.10.2. Processing Program M10/NGV836. The computer prints out and deletes inventory adjustment records at least monthly when the Consolidated Inventory Adjustment Document Register, Pro-

gram M10/NGV836 is processed. When the program select input contains an 11-zone punch in position 34, the inventory accuracy is printed with the Consolidated Inventory Adjustment Document Register.

NOTE: Satellite portions of the Consolidated Inventory Adjustment Document Register (except for the page that identifies sample inventories in progress over 30 days) are produced at the satellite if it has a printer. The page that identifies sample inventories in progress over 30 days is printed only at the CSB.

20.10.3. Distribution of M10/NGV836. Distribute the copies as follows:

20.10.3.1. Copy 1. After making sure that certification and approval signatures are on the original copy of the listing and that there are no obvious errors, Inventory forwards it to Document Control. This copy must reach Document Control within 30 days.

20.10.3.2. Copy 2. Inventory keeps copy 2 until Document Control receives the signed original copy of the M10. Then Inventory may destroy copy 2.

20.10.3.3. Other copies. Inventory distributes the remaining copies as locally determined.

20.10.4. Uncontrolled Inventory Losses. Send all other unresolved controlled item or weapon system spares inventory losses, and the results of the accountable officer's and Inventory's research to the Commander, OSI Detachment; Chief, Security Police; and Chairman, Resource Protection Loss Prevention Work Group (AFI 31-209 - Send this listing at least semiannually (more frequently if desired) for trend analysis, possible criminal investigation, and evaluation for Air Force-wide application.

NOTE: The COS has the option of not reporting total line item losses under \$1,000.00. The COS is in the best position to determine whether there is a probable cause to suspect theft based on past trends and the result of causative research for these items.

20.10.5. Monitoring Inventory Losses. Management and Systems Flight personnel will use the Consolidated Inventory Adjustment Document Register, analyses of inventory adjustments, inventory adjustments and discrepancies trend data, fraud, waste, and abuse indicators/reports, and other management/security sources to monitor the integrity of the base resources management system.

20.10.6. Last Page of M10 Report. The last page of the M10 report shows the number of sample inventories in progress over 30 days.

20.10.7. Program RPT A02/NGV838. When accuracy records are prepared or deleted because RPT A02/NGV838 is run, attach the original copy of the A02 to the Consolidated Inventory Adjustment Document Register for that month. A02/NGV838 is a supporting document. When document records are prepped or blanked, report A02/NGV838 is a supporting document.

20.11. Research of Inventory Adjustments.

20.11.1. Purpose of Research. The purpose of research is to determine the type of discrepancy so that Inventory can begin to reconcile the accountable records and provide a valid, auditable transaction record that accounts for all items. The types of discrepancies are as follows:

20.11.1.1. Resolved discrepancies. Resolved discrepancies occur because of an accountable processing error. An accounting adjustment like reverse-post will correct the discrepancy. It is not necessary to do an inventory adjustment to correct an accountable processing error.

20.11.1.2. Unresolved discrepancies that do not require further research. Research has determined the cause or probable cause for these discrepancies, and you may adjust the stock records

with an inventory adjustment transaction. This category also includes discrepancies in which the probable cause is unknown but further research is not required (see below when further research is required).

20.11.1.3. Unresolved discrepancies--no personal responsibility. In these discrepancies, further research indicates no personal responsibility; however, to relieve the accountable officer of further responsibility, additional documentation (for example, Report of Survey) is needed to support an inventory adjustment.

20.11.1.4. Unresolved discrepancies--personal responsibility. When a discrepancy reveals personal responsibility, further investigation (for example, Report of Survey) is required to support the inventory adjustment and to relieve the accountable officer of further responsibility.

20.11.2. Objectives for Inventory Research. Inventory research includes validating inventory comparison data and identifying accountable documents and postings which the Chief of Supply can correct. It further includes deciding the causes or probable causes for inventory discrepancies so the Chief of Supply can make corrections. The specific objectives for inventory research are as follows:

20.11.2.1. Ensure that errors were not made during the inventory.

20.11.2.2. Reverse-post erroneous transactions.

20.11.2.3. Account for transactions that may not have been posted to the recap sheet.

20.11.2.4. Account for rejected transactions.

20.11.2.5. Correct warehouse location errors.

20.11.2.6. Identify the type of errors causing the discrepancy so that Inventory can decide how to correct them.

20.11.3. Further Research. When initial research does not identify probable causes, further research may be required to resolve the discrepancy.

20.11.3.1. Officer in charge. A person not supervised by the accountable or responsible officer conducts the further research. The appointing authority defined in AFR 177-111 vice AFR 177-11 appoints the individual who conducts the further research.

20.11.3.2. Report of Survey. The results of the investigation will be documented on an DD Form 200, Financial Liability Investigation of Property Loss. The report of survey is used to substantiate adjustment of the stock record account and to determine the financial responsibility of the accountable officer.

20.11.3.3. Steps involved. Further research includes at least the following:

20.11.3.3.1. Review and evaluate existing procedures to see that property is adequately protected.

20.11.3.3.2. Determine if procedures are being followed according to regulations.

20.11.3.3.3. Determine the type of each person's responsibility.

20.11.3.3.4. Determine whether or not gross negligence is involved.

20.11.3.3.5. Determine the cause or probable cause for the discrepancy.

20.11.3.3.6. Recommend the action that is necessary to eliminate or reduce the discrepancies.

20.11.4. Items Requiring Further Research. Items that require further research on unresolved discrepancies are as follows:

20.11.4.1. Sensitive items (for example, drugs or precious metals) when any discrepancy occurs regardless of the dollar value.

20.11.4.2. Classified items regardless of the dollar value.

20.11.4.3. Hand tools or other pilferable items with a unit cost over \$100.00 or a total cost over \$500.00.

20.11.4.4. Unclassified items assigned controlled item code 7.

20.11.4.5. Any discrepancy that suggests fraud, theft, or negligence.

20.11.4.6. Arms ammunition mandatory for all personal arms, whether or not the person responsible for the weapons is willing to pay for it.

20.11.4.7. Repetitive losses when the dollar value of the adjustment equals or exceeds the projected costs of the investigation report.

20.11.4.8. Bulk petroleum losses exceeding the stated allowance. Research required to support inventory discrepancies for bulk AVFUELS (type stock record account code P) and bulk ground fuels commodities is based on volume percent variance criteria as set forth in [volume 1, part 3](#). See [chapter 34](#) for research requirement on bulk fuels inventory adjustments.

20.11.4.9. Discrepancies for any item worth more than \$50,000.

20.11.4.10. Research requested by the accountable officer.

20.11.5. Complete Inventory Research Requirements. Research is not mandatory for automatic adjustments. Research all other variances before input of the recount format.

20.11.6. Special Inventory Research Requirements.

20.11.6.1. Serviceable assets in warehouses. Research is not mandatory for variances which have an extended cost of less than \$1,000 with controlled item code U and type account code B. Research all other variances before input of the IRC image.

20.11.6.2. DIFM inventory research requirements. Research all variances for DIFM balances before input of the IRC image.

20.11.6.3. Other variances. Research all other variances before input of the IRC image.

20.11.7. Research for Physical Shortages or Overages. Research physical shortages or overages as follows:

20.11.7.1. Physical shortages. For physical shortages, research begins with the current date and goes back to the last item record with a zero balance. If at this point you have not detected the error and believe more research is required, either continue back one year or go back to the last inventory adjustment or back to the previous numeric DOLI.

NOTE: Exclude DOLI with an alpha in the first position.

20.11.7.2. Physical overages. For physical overages, research begins with the current date and goes back one year to the last inventory adjustment or the previous numeric DOLI. Exclude DOLI with an alpha in the first position since these were included within the parameters of a sample inventory lot.

NOTE: When the DOLI is updated on the item record, the (-9) record (if applicable) will be updated with the same date.

20.11.7.3. Steps taken for physical shortages and overages. Research includes the following:

20.11.7.3.1. Review the Consolidated Transaction History Inquiry Report (NGV278) to find erroneous transactions.

20.11.7.3.2. Unprocessed backlog. Review unprocessed backlog, including the daily/cumulative reject listing.

20.11.7.3.3. Serviceable balance--no location listing. Review the serviceable balance--no location listing to determine if a different warehouse location was assigned.

20.11.7.3.4. Bin notice file. Review the bin notice file to determine if a bin notice is on file with a warehouse location.

20.11.7.3.5. Emergency issues. Review emergency issues made during complete inventory count to ensure that all physical movement of materiel in and out of the storage bin was properly recorded.

20.11.7.3.6. Receiving line. Check the receiving line for assets that have not been forwarded to Storage and Issue.

20.11.7.3.7. Additional research. Do additional research as locally determined.

20.11.7.4. Documentation and filing. Document research actions (including discrepancies and corrective action) and file this document in Document Control as a supporting document. MAJCOM determines the format and data required.

20.11.8. Correction. After research, correct the discrepancies by doing the following, if it is necessary:

20.11.8.1. Reverse-post erroneous transactions detected during research for resolved discrepancies.

20.11.8.2. Advise Storage and Issue or the warehousing activity for other type accounts and satellites to move the property to the correct location or to process a warehouse location change.

20.11.8.3. Process backlog transactions that include corrected rejected documents by applicable sections or flights for resolved discrepancies.

20.11.8.4. Adjust the count or recount quantity for unresolved discrepancies. Then reprocess the count or recount image.

20.12. Supporting Documentation for Inventory Adjustments.

20.12.1. Resolved Discrepancies. Resolved discrepancies do not require supporting documentation since inventory adjustments are not involved. However, identify the causes in order to determine trends and problem areas (for example, document not posted or duplicate inputs).

20.12.2. Type Stock Record Account Codes B, E, K, and Satellite Unresolved Discrepancies. A copy of the Report of Survey with the control number already assigned will be used as the suspense copy and as authority for inventory adjustments. File the suspense copy as a supporting document until you receive the final copy. One or more of the following documents support all inventory

adjustments which fall outside the waiver criteria before the Chief of Supply submits the Report of Survey for approval:

20.12.2.1. Completed inventory worksheets or inventory registers. If an inventory adjustment is processed for an unresolved discrepancy that did not meet the criteria for further research, support documentation will not be required. All other adjustments will include the following on the worksheets or registers:

20.12.2.1.1. A statement that explains that Inventory has performed an adequate supply inventory research.

20.12.2.1.2. A description of the evidence that shows that theft, fraud, or a misdemeanor does or does not appear to exist.

20.12.2.2. DD Form 200, Financial Liability Investigation of Property Loss.

20.12.2.3. SF Form 361, Discrepancy in Shipment Report or a message confirming the item is lost in shipment.

20.12.2.4. DD Form 1131, Cash Collection Voucher.

20.12.2.5. DD Form 362, Statement of Charges for Government Property Lost, Damaged, or Destroyed.

20.12.2.6. SF Form 364, Report of Discrepancy/Supply Discrepancy Report.

20.12.2.7. DD Form 114, Military Pay Order.

20.12.2.8. AF Form 2005, Inventory Overage Document.

20.12.2.9. DD Form 1150 or DD Form 1348-1A. DD Form 1150 (Request for Issue or Turn-In) or DD Form 1348-1A (Issue Release/Receipt Document) when signed and certified according to [volume 1, part 1, chapters 10 and 11](#).

20.12.2.10. SF 153, COMSEC Material Report.

20.12.3. Corrective Action. Inventory collects and classifies the causes of unresolved discrepancies in order to show trends or problem areas. Use these data to determine how to prevent these causes from occurring again. For example, inventory adjustments resulting from FOB transactions may be a trend that causes unresolved discrepancies.

20.12.4. Supporting Documentation. Inventory obtains supporting documentation and attaches it to the Consolidated Inventory Adjustment Document Register (M10/NGV836).

20.13. Authentication of the Consolidated Inventory Adjustment Document Register.

20.13.1. Certification. The officials as indicated in [Attachment 20A-1](#) and [Attachment 20A-2](#) sign the certification block. If so directed, two or more officials sign the certification.

20.13.2. Approval. The officials as indicated in [Attachment 20A-1](#) and [Attachment 20A-2](#) sign the approval block. If the major command desires, staff officers of the appropriate rank at unique installations which do not have the normal wing or base command structure may approve inventory adjustments for items exceeding \$2,500, classified items, and pilferable items.

NOTE: Staff officers of the appropriate rank at the unique installations may sign the approval block of the M10 unless the MAJCOM has determined otherwise.

20.13.3. After Authentication. After officials have signed the certification and approval blocks, the Consolidated Inventory Adjustment Document Register is returned to Inventory.

20.14. Inventory Adjustment Analysis.

20.14.1. Charts. Charts for monthly inventory adjustments and discrepancies will be maintained by Inventory or Analysis as designated by the COS. Trend charts will be maintained which show at least 6 month's data. The trend chart and the monthly chart may be combined at the option of the Chief of Supply. The COS determines the specific information to be included on the charts.

20.14.2. Inventory Analysis.

20.14.2.1. The COS and/or Flight Chiefs may request specific analysis by Analysis on monthly inventory adjustments and discrepancy areas which reflect negative impact or high losses. The specific analysis will determine causes and recommend corrective action.

20.14.2.2. A complete analysis of inventory adjustments and discrepancies will be performed at least semiannually using the most recent 6 months' data. The analysis will normally be performed by Analysis. However the COS may delegate this task to Inventory. The analysis will identify trends and areas of current or potential high loss. The analysis will recommend adding controls to prevent inventory errors and loss. The controls should include at least the following:

20.14.2.2.1. Research that identifies system or procedural deficiencies causing IAV, high loss items, and possible pilferage.

NOTE: Report system or procedural problems to higher echelons and offer recommended solutions.

20.14.2.2.2. Initiate reports of survey, as required.

20.14.2.2.3. Disciplinary actions, as required.

20.14.2.2.4. Initiate additional studies and action items to correct deficiencies.

20.15. Inventory of Classified Items. See [volume 1, part 1, chapter 6, section A](#) for information on performing an inventory on Air Force property bearing a security classification. Process any adjustments according to the guidelines specified in [volume 1, part 1, chapter 6, section B](#) and document them according to AFR 205-1.

20.16. Inventory of Weapons.

20.16.1. Items Requiring Semiannual Inventory. Conduct a semiannual inventory of all weapons that are accounted for on item record(s) and detail record(s).

EXCEPTION: Equipment in-use details. Equipment custodians will perform the in-use detail inventories semiannually for weapons on their Custodian Authorization/Custody Receipt Listing (CA/CRL). Base supply will provide the following for the equipment custodians to perform the inventory:

20.16.1.1. Inventory listing. Provide a local program which lists all the In-Use Serialized Control Records with a serialized report code equal to "A" for the equipment custodian's organization and shop code. Base Supply Customer Service will accept the request for the inventory listing and provide the inventory listing to the customer after the inventory listing has been processed. The customer should request the inventory listing before it is needed to allow for sufficient processing time by Base Supply. The equipment custodians will perform the inventory in accordance with [part 13, chapter 8](#). Base Supply Inventory or Customer Service will provide assistance to the

equipment custodian in researching supply transactions and documents to determine any probable transaction causes for any discrepancies the equipment custodian discovers during the inventory. If the research reveals a supply transaction error, base supply will correct the situation. If the discrepancy cannot be linked to supply transactions processing, then the equipment custodian will notify his/her squadron commander for appropriate actions to take place.

NOTE: Weapons stored in unmanned Minuteman launch facilities may be inventoried on an annual basis.

20.16.2. Weapons Not in Sealed Containers. During physical inventories, verify the serial number of all weapons not stored in sealed containers.

20.16.3. Weapons in Sealed Containers. When weapons are stored in sealed containers, open the containers of 3 percent of these weapons, inventory them, and verify the serial numbers. The 3 percent weapons serial number verification applies to weapons stored in Air Force-approved weapons storage containers. Do not select the same serial number for 3 percent lot during consecutive inventories. If you find discrepancies in the 3 percent lot, open all sealed containers to verify serial numbers. At MAJCOM option, a once-a-year 100 percent inventory of weapons may be conducted in place of the 3 percent conducted each 6 months.

CAUTION: Open barrier bags with extreme caution by cutting as close to the existing seal as possible; cutting close will allow an adequate area for resealing. Proper handling of reusable packaging and packing materiel is important.

20.16.4. Conducting Semiannual Weapon Inventories. Use the following procedures for conducting semiannual weapon inventories:

20.16.4.1. Process a local program to list all Serialized Control Detail Records with a serialized report code equal to "A" and build a 1GP input file for all the owner records. Process the 1GP to freeze all the owner records prior to starting the inventory.

20.16.4.2. Semiannual Weapon Inventories of Equipment In-Use Details will be performed by the equipment account custodians owning those details. Semiannual inventories of weapons with actual item record balances or warehouse locations assigned will be conducted by Supply inventory personnel.

20.16.4.3. Conduct the 3 percent lot serial number verification. If you find no discrepancies, process a DSR input according to chapter 21, [attachment 21AA-5](#) to update the DOLI on the 249/250 records with the current ordinal date to identify what 3 percent of the serial numbers were actually verified, then process the IRCs. If you find discrepancies, verify the serial number of all the weapons in sealed containers.

20.16.4.4. Conduct the physical inventory of weapons not in sealed containers. If you find no discrepancies, process the IRCs to update the date of last inventory on the item record and remove the freeze code. An IRC will not update the DOLI on the serialized control detail records (249/250). Process a DSR input (see chapter 21, [attachment 21AA-5](#)) to update the DOLI on these records.

20.16.5. Discrepancy Process. If you detect a discrepancy (overage/shortage) and research does not resolve the discrepancy, immediately contact the Chief of Supply. The Chief of Supply determines if the discrepancy should be reported to the OSI Detachment and the Chief of Security Police for investigation.

20.16.5.1. When the overage/shortage is verified, process a DSR input in accordance with chapter 21, [attachment 21AA-5](#). The DSR will store an “A” in position one of the 250-Action-Code or in the 249-RECEIPT-CODE field. If a serialized control record (249/250) does not exist, you must create a document number for the DSR input. The document number will be formatted as follows: Positions 1-6 will contain Z004WS, positions 7-10 the current Julian date; and positions 11-14 a locally assigned serial number. Do not duplicate serial numbers on the DSR inputs. Recommend you start with 001 and sequentially assign serial numbers to each subsequent DSR.

NOTE: If you process the IRC for a discrepancy prior to processing the DSR, a 616 reject will be produced under program control.

20.16.5.2. After processing the DSR input with adjustment phrase IADDTL or IADITM, process the IRC to correct the balance. The IRC will output a F117 management notice with the weapon serial number printed on the output document. The DOLI and DOLT on the item record will be updated and the freeze code will be removed from the item or detail record. The serialized control records (249/250) will not be updated from the IRC process. Process a DSR with the phrase INVDTL or INVITM to update the DOLI on the serialized control detail records (249/250).

20.16.6. Obtain signature. After the inventory of weapons for function or storage area is complete, you, as the person conducting the inventory, sign the inventory listing. Also have the supervisor of the storage area sign the listing. Give a copy of the listing to the supervisor of the storage area.

20.16.7. COS notification. Attach a cover letter to the weapon inventory listing summarizing the results of the inventory and list inventory discrepancies and the action taken to correct them. The Management and Systems Officer signs this cover letter and the Chief of Supply approves it.

20.17. Inventory Records Affected.

20.17.1. All inventory records will be updated as normal except for the Inventory-Adjustment-Basic (508) record. The weapon serial number will be stored in the 508-Nomenclature field, a serialized report code of an “A” will be stored in the 508-Serialized-Report-Code field. The DOLI will be updated on the 249 or 250 record after processing a DSR input with the phrase INVDTL or INVITM and not by the IRC process.

20.17.2. Obtain Signatures. After the inventory of weapons for function or storage area is complete, you, as the person conducting the inventory, sign the inventory listing. Also, have the weapon custodian or supervisor of the storage area sign the inventory listing. The weapon custodian or supervisor of the storage area is given a copy of the inventory listing.

20.17.3. If you detect inventory discrepancies, immediately contact Inventory. You and a member of Inventory then jointly research the inventory listing, transaction register, and source documents. If research does not resolve the discrepancy, immediately contact the Chief of Supply. The Chief of Supply determines if the discrepancy should be reported to the OSI Detachment and the Chief of Security Police for investigation.

20.17.3.1. Action taken by Inventory. Attach a cover letter to the weapon inventory lists summarizing the results of the inventory. Also list inventory discrepancies and the action taken to correct them. The Management and Systems Officer signs this cover letter, and the Chief of Supply approves it.

20.18. Controlled Item Code Upgrade Inventories.

20.18.1. When a controlled item code is upgraded and the item record has a serviceable balance or a warehouse location, the item record will be frozen for special inventory, freeze code I (see chapter 27, [section 27K](#)).

20.18.1.1. IRC image. IRC images will also be created when the following detail records have an on-hand balance:

- 20.18.1.1.1. Authorized In-Use (201)
- 20.18.1.1.2. Due-In From Maintenance (203)
- 20.18.1.1.3. Unserviceable (204)
- 20.18.1.1.4. Supply Point (218)
- 20.18.1.1.5. Special Purpose Asset (225)
- 20.18.1.1.6. Munitions WRM Spares (230)
- 20.18.1.1.7. Mission Support Kit - MSK (232)
- 20.18.1.1.8. Special Spares (233)
- 20.18.1.1.9. High Priority Mission Support Kit - HPMSK (234)
- 20.18.1.1.10. Project Detail (235)
- 20.18.1.1.11. Non-Airborne MRSP (237)
- 20.18.1.1.12. Weapons Training DOS (238)
- 20.18.1.1.13. Airborne MRSP (239)
- 20.18.1.1.14. WRM/IRSP (240)
- 20.18.1.1.15. WRM/WCDO (241)

20.18.1.2. IRC images on DIFM details. Additionally, IRC images are created on firm DIFM details (DIFM status flag equals zero) and unserviceable details (the first six positions of the document number equals R920RW).

20.18.2. Notify Personnel. When counting out-of-warehouse assets (DIFM, supply point, etc.), Inventory notifies personnel processing the materiel of the new controlled item code, so that adequate security measures are taken.

20.18.3. Establish Suspense Files. Inventory will establish appropriate suspense files to ensure that inventories are completed efficiently.

20.19. Inventory of Unserviceable Detail Assets. Use the Unserviceable Detail List produced by program D23/NGV905 to perform the inventory of unserviceable detail assets.

20.19.1. Overage Found--Unserviceable Detail Already Loaded. If there is an overage and an unserviceable detail is already loaded for the stock number, use an IRC input (see [Attachment 20C-1](#) for format) to increase the detail balance.

20.19.2. Overage Found--Unserviceable Detail Not Loaded. If there is an overage and unserviceable detail record is loaded, process the appropriate input as follows:

20.19.2.1. Supply items. Pick up supply items by processing an IRC with TEX code L (found on base) followed by a condition code change (FCC). This action establishes a DIFM unserviceable detail record as outlined in chapter 14, [section 14B](#) and [section 14E](#).

20.19.2.2. Equipment items. Inventory works with Equipment Management to determine if the previous user caused the overage by forwarding a turn-in item to the unserviceable warehouse location without processing the TIN input.

20.19.2.2.1. Previous user known. If you can determine the previous using organization, process a P or E activity code turn-in (whichever is appropriate) using their organization code. This records the unserviceable detail and updates the authorized/in-use detail record if appropriate.

20.19.2.2.2. Previous user unknown. If you cannot trace the asset to a previous user, process a serviceable IRC with TEX code L followed by a condition code change (FCC). This action establishes an unserviceable detail record.

NOTE: When dealing with an overage of a serialized control item, contact the applicable depot with the actual serial number of the asset. They will be able to tell you who the last owner of the asset was, by organization and shop code, and SRAN. See [chapter 21](#) of this manual for applicable depot for COMSEC and weapon assets. Never process an **FOB** TIN on a serialized control (COMSEC/weapon) asset.

20.19.3. Shortages. If there is a shortage, process an inventory recount (IRC) input to decrease and/or delete the unserviceable detail record.

20.19.4. Stock Control. Notify Stock Control of all transactions affecting the unserviceable detail records. This action is necessary to report, control, and ship unserviceable assets.

20.19.5. Depot Level Repairable. For unserviceable items that are budget code 8 on an increase/decrease, the 102-NET-COST will be used to calculate the extended cost instead of the 101-UNIT-PRICE.

20.20. Identity Changes (FCH).

20.20.1. Provide Inspection with data. If recorded assets or the item record requires identity changes, Inventory provides Inspection with the data necessary to provide proper validation and corrective action according to chapter 14, [section 14B](#). Personnel in Inventory do not process identity changes.

20.20.2. Results of Identity Changes. Each identity change (FCH) processed accomplishes the following:

20.20.2.1. Increase and decrease inventory adjustment record. Each identity change creates an increase and decrease inventory adjustment. These adjustment records are deleted after printing the transaction as a separate category on the Consolidated Inventory Adjustment Document Register (M10/NGV836).

20.20.2.2. Inventory accuracy records. Each identity change updates the applicable inventory accuracy records to reflect line item data as well as the units and dollars over or short. The identity change data on the inventory accuracy records are cumulative throughout the fiscal year.

20.20.2.3. Supply/equipment management data report. Identity change data are printed on the inventory accuracy page of the monthly Supply/Equipment Management Data Report (M32/NGV808). However, the percentage of inventory accuracy is not computed for identity changes.

20.20.2.4. Consolidated Inventory Adjustment Document Register. Identity change data also appear on the Consolidated Inventory Adjustment Document Register (M10/NGV836) when you use the option to print the inventory accuracy records.

20.20.2.5. Identity change document. When an FCH is required, Inventory will work with Inspection to provide sufficient data, allowing for proper validation and corrective action. After processing, send the identity change to Document Control. Document Control files the identity change documents which meet the criteria specified in [chapter 18](#). These documents provide support for the transactions appearing on the Consolidated Inventory Adjustment Document Register (M10/NGV836).

20.20.2.6. Updating caution. The computer does not update inventory accuracy/adjustment records when the transfer is between the basic and its overflow adjunct record or when it is between system designators.

20.20.3. Signatures. The certifying official (Chief of Inspection) signs line 26 on the DD Form 1348-1A. The approving official (Chief of Materiel Storage and Distribution) signs line 27 on the DD Form 1348-1A. The Chief of Supply is the approving authority for all FCHs recorded on the M10 report. FCH transactions that are processed to change the identity of assets to effect a local unit of issue change on nonpilferable/nonsensitive materiel require certification by the inspector only. No other signatures are required unless the Chief of Supply has determined otherwise.

20.21. Warehouse Location Load/Change/Delete (FCS).

20.21.1. Copy 3 of the Y Portion of D04. After Inventory receives copy 3 of the Y portion of the D04, Inventory personnel screen this listing to:

20.21.1.1. Ensure newly assigned warehouse locations are known locations used at the applicable base.

20.21.1.2. Begin special inventory procedures to verify the locations and quantities on hand, when locations appear on the listing that are not known to be used at the base. When items are not located, inventory adjustments will be processed in accordance with this chapter. When locations are determined to be valid, update the inventory schedule to ensure that locations are included in normal inventory cycle.

20.21.2. After Use. When the FCS portion of the Y document register is no longer needed, it may be destroyed.

20.22. Use of Transaction Exception Codes. If a TEX code is in the IRC input, it appears on the M10 Consolidated Inventory Adjustment Document Register for the management to note. (See [Attachment 20B-3](#) and [Attachment 20C-1](#) for using TEX codes.)

20.23. Control of Frozen Records (Freeze Codes C and I).

20.23.1. Outputting Inventory Suspense Notices. Inventory suspense notices are output as follows:

20.23.1.1. Freeze code I. The input function or the RPS/main system outputs an inventory suspense notice for all 1GP and 290 reject notices for freeze code I.

20.23.1.2. Freeze code C. Inventory uses the report R12/NGV831 Inventory Count Listing for the inventory suspense notice for freeze code C.

20.23.2. Distributing Documents. Distribute notices as follows:

20.23.2.1. Rejects for freeze codes I and C. A copy of all rejects that are a result of freeze codes C and I are forwarded to Inventory. Inventory maintains one copy of each 1GP and 290 reject notices in a suspense file in stock number sequence. If it is necessary for adequate control, Inventory may maintain separate suspense files by freeze code.

20.23.2.2. Rejected inputs. File inputs that are rejected because the item record is frozen (freeze codes C and I) with the inventory suspense notice.

20.23.3. Releasing Frozen Records. Inventory is responsible for properly releasing frozen records for freeze codes C and I.

20.23.4. Removing Rejected Documents. When the freeze code has been deleted, Inventory removes rejected documents from the suspense file. Inventory immediately notifies the appropriate office that the freeze code has been lifted from the item record. The rejected document can then be reinput.

20.23.5. Alternative Management of Freeze Code C and I Reject Notices. At the option of the COS, Inventory may maintain one copy of the daily cumulative reject listing (D818) in stock number sequence as a suspense file of rejects. This file will be maintained along with the 1GP file and freeze code list as a suspense file for adequate control of rejects resulting from freeze codes C and I. Inventory personnel will notify appropriate offices when the freeze code has been deleted and annotate the reject list with the date, time, and the name of the person who was contacted.

20.24. Supply Asset Vulnerability Evaluation.

20.24.1. Reporting Thefts. Report incidents of theft or suspected theft of assets, whether of a controlled item or weapon system spares, to the Security Police, OSI, and Resource Protection Loss Prevention Working Group.

20.24.1.1. Routine reporting. Provide the Controlled Item Inventory Adjustment List and the list of incidents of theft or suspected theft of weapon system spares to the concerned accountable officer to ensure that extensive research is done to determine the cause of the inventory discrepancy.

20.24.1.2. Immediate reporting. If the nature of a discrepancy indicates the need for immediate action, report it to the Commander, OSI Detachment; Chief, Security Police; and Chairman, Resource Protection Loss Prevention Working Group to determine if there is probable cause to suspect theft and if an investigation is required (IAW AFI 31-205).

20.24.2. Printing Adjustments. Print all adjustments affecting item records with a controlled item code other than U or 7 as part of the Controlled Item Inventory Adjustment List.

20.25. Interface With A & F Program NGV952.

20.25.1. When there is an adjustment on an authorized in-use detail and the on-hand quantity is being decreased, use code equal D. When the budget code equals a 1, 8, or 9, a 1PU image will be created and passed to program NGV952.

20.25.2. When there is an adjustment on a due-in from maintenance detail and the quantity due-in is being decreased, the budget code equals an 8, the DIFM status flag equals 0, and a 1PU image is created and passed to program NGV952.

Section 20B—COMPLETE INVENTORY.

20.26. Overview.

20.26.1. Section Summary. This section provides instructions for performing complete inventories using LOGMARS portable HHT and BCRDR. Procedures are given for conducting complete inventories, and then specific inventory requirements are explained for the following assets: type account K, supply point, MSK/MRSP, WRM/WCDO spares, and COMSEC MRSP.

NOTE: For inventory of weapons on the stock record account, see [Section 20A](#).

20.26.2. Use of LOGMARS Equipment. The BCRDR is a hand-held device used to read bar-coded data on warehouse location bin labels. The BCRDR is connected to a HHT which stores the collected data in its memory unit. This equipment enables count team members to quickly transfer in-warehouse asset data to the host (1100/60) for processing. (See chapter 3, [attachment 3B-1](#) for more explanation of LOGMARS equipment.)

EXCEPTIONS: Type account K, and detail inventories are processed using UTS-40 VDU (see [Attachment 20B-5](#)).

20.26.3. Storage Area Responsibilities. Inventory personnel will advise the storage area to do the following:

20.26.3.1. Ensure processing of all transactions applicable to the locations scheduled for inventory at least one day before the inventory deadline date.

20.26.3.2. Isolate and identify the area scheduled for inventory. Clearly mark the parameters of the area with ropes, signs, placards, etc., that show the inventory deadline date. Once the markers are in place, any transactions output before the deadline date will be easy to identify.

20.26.3.3. Limit movement of assets in the locations to be inventoried. Only emergency issues and transactions output before the inventory deadline date should be moved.

20.26.3.4. Record all transactions output before the inventory deadline date and/or emergency issues from locations undergoing inventory. Use a recap sheet to record the transactions, and include at least the following data: stock number, system designator, quantity, document number, TRIC, and warehouse location.

20.27. Count Record Preparation and Processing.

20.27.1. Preparing Count Records. Inventory must prepare parameter requests one day before the inventory deadline date and then forward them to Computer Operations for processing during end-of-day. (See [Attachment 20B-1](#) for inventory parameter format.) The computer prepares the count records for processing as follows:

20.27.1.1. Writes inventory count records to a database disk file (see part 4) or all serviceable warehouse locations that fall within the parameters of the request. WRM/WCDO spares detail records will be included; however, item records with IEX code 3 (Base Service Store item) or 6 (individual equipment item) will be bypassed.

20.27.1.2. Assigns freeze code C. Freeze code C is assigned automatically when count records are prepared. If a selected item currently has an authorized freeze code assigned, that item will be rejected and no freeze code C will be assigned. Inventory personnel will monitor freeze code C by means of the R12 inventory count listing.

20.27.1.3. Provides a 540 reject notice for item records that fall within the parameters of the count and contain a previously assigned freeze code C (frozen for prior inventory and not cleared), or freeze code Q (insufficient balance), or freeze code L (database key/set error). (See [chapter 7](#) for the 540 reject notice.) Computer Operations will correct database/set key errors.

20.27.1.4. At the option of the COS produce an R12 Inventory Count Listing for Inventory not later than the beginning of the next work day. When the option to print the listing is chosen. (See chapter 6, [attachment 6B-12](#) for the format.)

20.27.2. Processing Count Records. Once program GVIRLB is loaded and the HHT is ready. (See [Attachment 20B-4](#) for operational instructions of the hand-held terminal and bar-coded reader.)

20.27.2.1. CIC or IRC. Key in either CIC or IRC.

20.27.2.1.1. If it is an initial count, key in CIC followed by the ENTER key. This starts the collection of data for the inventory.

20.27.2.1.2. If it is a recount, key in IRC followed by the ENTER key. This starts the collection of data for the inventory recount.

20.27.2.2. Bar-coded label. By responding to displayed program prompt messages, you can now read the bar-coded label at the first bin location. This bin location appears on the LOGMARS CIC-1RS-EIC-Inventory File Listing or LOGMARS IRC-1RR-Inventory File Listing, and it is arranged in warehouse location sequence. From the bar coded label, you can obtain the stock number, warehouse location, and unit of issue.

NOTE: If you cannot read the bar-coded data, then the HHT's keyboard allows you to manually key in the required data. After the data are keyed in, depress the ENTER key.

20.27.2.3. Numeric count quantity. After you read or enter the label's data, a display on the (HHT) prompts you to enter the count quantity. Key in the numeric count quantity. Leading zeros are not required since the program automatically places zeros in all required leading positions.

CAUTION: To achieve an actual update, depress the ENTER key after all manual entries.

20.27.2.4. Recount collection. During a recount (IRC) collection, the computer displays a prompt for a TEX. To satisfy the programmed request, key in a valid TEX code or space, whichever is appropriate.

20.27.3. Processing When WRM and Follow-on Is Included. Normal Base Supply stock (items in the warehouse), and WRM items may be stored in the same place. Therefore, when you do an inventory, take the following steps:

20.27.3.1. Count all items in the bin (WRM and normal Base Supply stock).

20.27.3.2. Key in data. Read the bar-coded label's stock number, warehouse location, and unit of issue. Then key in the quantity counted.

20.27.4. Processing after Inventory Count or when Storage Capacity is Reached. After completing the inventory count or when the HHT's storage capacity is reached, do the following:

20.27.4.1. Enter one of the end-of-file indicators (plus [+] or dollar sign [\$] in the first position of the next stock number field. (See [Attachment 20B-4](#) for terminating the HHT program.)

20.27.4.2. Transmit data records to the host computer. After you make your entry, the IRL program in the HHT ends. The HHT is now ready to be connected to the LOGMARS UTS-40 VDU for transfer of input data records to the host computer for processing.

20.28. Recount Record Processing. Input data record collection for recount is accomplished in the same manner as inventory count processing.

20.28.1. IRC-Match Process. The IRC-match process will compare input data collected by the hand-held terminal against corresponding IRC images in the IRC-inventory database file.

20.28.1.1. If the stock number and unit of issue are equal, the recount quantity is compared against the record balance and the IRC image is processed as follows:

20.28.1.1.1. If the quantities match, the IRC image is passed to the pseudo reader for online processing.

20.28.1.1.2. If the quantities do not match and the item falls under the automatic adjustment criteria, the IRC image is passed to the pseudo reader for online processing.

20.28.1.1.3. If the quantities do not match and the item DOES NOT meet the automatic adjustment criteria, the IRC image is printed on part III of the IRC report (Items Requiring Further Research). The IRC image is modified to contain AR (recount/research indicator), indicating that additional research is required.

20.28.1.1.4. After proper research has been accomplished, the program performs input data collection on the items that required research. During this process, the IRC image is passed to the pseudo reader for online processing of adjustments. As each IRC image is passed to the pseudo reader, the IRC image is deleted from the database.

20.28.1.2. If the IRC image does not have a matching input recount data record, the IRC image is printed on the unprocessed IRC records list in warehouse location sequence.

20.28.1.3. If an input recount data record does not have a matching IRC image, the input recount data record is printed on the unmatched IRC input records list in warehouse location sequence.

20.28.2. Repeat of Recount Record Processing. If all IRC images are not processed during the IRC-match process, the recount record process is repeated until all IRC images have been matched with an input recount data record.

20.28.3. Use of UTS-40 VDU for Recount Record Processing. IRC inputs may be processed over the UTS-40 VDU when the work load does not justify using the hand-held BCRDR. You might, for example, use the UTS-40 VDU when only four or five IRC images are to be processed. Use the 1WL and RCI screens to process IRC images over the UTS-40 VDU (see [Attachment 20B-5](#)).

20.28.3.1. 1WL screen. Call up the 1WL screen on the UTS-40 VDU, and then do the following:

20.28.3.1.1. Enter IRC.

20.28.3.1.2. Enter the beginning and ending location of the inventory parameters.

20.28.3.1.3. Enter the system designator.

20.28.3.2. RCI screen. The RCI screen will be displayed automatically when the 1WL screen is processed. This screen will provide all the information for the first IRC image, and the cursor will appear at the count quantity. Enter the recount quantity and the TEX, if applicable. Then process

the record. **NOTE:** You do not need to enter leading zeros. The program will automatically place zeros in all required leading positions.

20.28.3.2.1. If the recount quantity is equal to the record balance, the applicable records are updated.

20.28.3.2.2. If the recount quantity is not equal to the record balance, and the item does not fall under the automatic adjustment criteria the program prints an F105 MGT notice at the input device. In addition, the IRC image is modified with an AR (recount/research indicator) to notify that additional research is required.

NOTE: The F105 MGT notice provides item or detail record data to aid in the research process.

20.28.3.2.3. If the item falls under the automatic adjustment criteria, or if the IRC contains an AR (indicating that research has been accomplished), then the applicable records are updated.

20.28.3.2.4. The program will automatically provide successive IRC images for the requested parameters. This will continue until all IRC images have been matched with the input recount data records.

CAUTION: After the last IRC image has processed, the items requiring research, if any, will still be suspended in the database. Repeat the process, using the 1WL/RCI screens until the computer prints a notice indicating the inventory for this parameter is completed.

20.28.3.2.5. Enter a B in the count quantity to bypass the suspense file image. The next suspense file image will appear for the necessary action.

20.28.3.2.6. An asterisk (*) entry in the count quantity will suspend IRC processing. If you enter an asterisk (*), an F082 MGT notice will print at the input terminal, indicating that the inventory has not been completed. When you are ready to resume processing, request the 1WL screen. The program will continue where you left off.

20.29. Inventory Record Update. When count images are input, the computer compares the physical count quantity and the record balance, including the adjunct (-9) record balance, if applicable. Depending on the results of the comparison, the computer completes the actions explained below.

20.29.1. Count Record (CIC)-- Unequal. If the count quantity and the item record/detail quantities are unequal, the computer produces an inventory recount image (see [Attachment 20B-3](#) for the inventory recount format).

20.29.2. Count/Recount Record (CIC or IRC)--Equal. If the count or recount quantity and the item record quantity are equal, the following actions occur:

20.29.2.1. If processing for type balance code A (serviceable balance), the computer deletes freeze code C and updates the item record DOLI with the current computer processing date.

NOTE: No transaction history is created.

20.29.2.2. If processing for all other type balance codes--except B (in-use details) and K (SPRAM details)--the computer updates the detail record DOLI with the current Julian date.

20.29.3. Recount Record (IRC)--Unequal. If recount quantity and the item record quantity are unequal, the computer updates the applicable inventory accuracy record and creates a transaction history. The following will also occur, if applicable:

20.29.3.1. If processing for type balance code A (serviceable balance) adjustments, the computer deletes freeze code C and updates the item record DOLI and the DOLT with the current computer processing date.

20.29.3.2. If processing for type balance code B (in-use details) and K (SPRAM details), the computer updates the detail record DOLT with the current computer processing date.

20.29.3.3. If processing for type balance codes other than A, B, or K, the computer updates the detail record DOLI and DOLT with the current computer processing date.

20.29.3.4. If the adjustment has resulted in a serviceable increase and a due-out exists for that item record, the computer uses the due-out release program for DOR (due-out release) action.

20.29.3.5. If adjustment results in a basic record quantity overflow, or when an adjunct (-9) record is involved, the computer creates and stores a transaction history record and creates or updates an overflow adjunct record (-9). (See [part 4](#), for overflow adjunct (-9) records.)

20.30. Inventory Completion.

20.30.1. Post-Post Document Processing. Work with Demand Processing to process those post-post documents which resulted from items that were frozen for inventory and recorded on the recap sheet. These documents must be processed immediately after count/recount record processing to ensure that records are updated before any other transactions occur.

20.30.2. Completed Inventory Notification. After all count/recount records and post-post documents have been processed, advise the applicable element/section/flights that the inventory has been completed.

20.30.3. Post-Post Emergency Transactions. Review the Daily Document Register (D04/NGV804) or the CTH file to ensure all post-post emergency transactions have been processed. After verification has been completed, the recap sheet maybe destroyed.

20.31. Inventory of Supply Points.

20.31.1. Count Record (CIC) Processing. Program Q13/NGV875 (Supply Point Listing) creates a CIC inventory database file and prints a list of the CIC image for supply point items in document number sequence. Inventory advises Repair Cycle Support of applicable supply points under inventory to ensure that emergency issues are recorded on the recap sheet.

20.31.1.1. Local supply point inventories. Inventory performs the physical count of local supply point assets, and supply point personnel will assist when required. However, the physical inventory of COMSEC assets will be conducted only by the COMSEC monitor. Chief of Supply personnel will not physically handle COMSEC assets.

20.31.1.2. Off-base supply point inventories. Off-base inventories are conducted in the same way as local supply point inventories, except that Inventory sends only the inventory count listing to the supervisor of the supply point. Inventory retains the non-inventory portion of the Supply Point Listing (Q13) and appropriate ISU and INQs until the inventory has been completed. The supply point supervisor is responsible for conducting the inventory and for returning the listing to the support base Inventory. For satellite accounts, the inputs are returned to the satellite Inventory.

NOTE: If the annual inventory is to be conducted at the same time as the reconciliation, the Supply Point Listing (Q13) may be distributed by the supply point monitor from within Repair Cycle Support.

20.31.1.3. Once the physical count has been made, the inventory count images are processed using the 1DL/RCI screen (see [Attachment 20B-5](#)).

20.31.2. Recount Record (IRC) Processing. Inventory processes inventory recount inputs (IRC), except that recount inputs for off-base supply points are sent to the supervisor of the supply point for recount. After recount, send the inputs to the support base Inventory. For satellite accounts, send the inputs to the satellite Inventory.

20.32. Lost Inventory Count/Recount Inputs. Inventory can reconstruct lost count or recount inputs by obtaining the required data from the count listing. Inventory verifies the entered data before sending the input for processing.

20.33. 365-Day Inventory. When the annual inventory schedule is completed, Inventory prepares an inventory parameter request using the DOLI option (see [Attachment 20B-1](#)).

20.33.1. Purpose of DOLI. The DOLI field (record positions 17-21) of the inventory parameter input reflects the Julian date of the last day of the preceding fiscal year. This procedure tells the computer to detect and produce inventory count outputs for item records that contain a warehouse location or serviceable balance but have not been inventoried in the past 365 days.

20.33.2. Item Records Using the DOLI Option. The DOLI option stores the current Julian date in the DOLI field on item records that meet the date criterion and have a zero balance and no warehouse location.

20.34. Inventory of MSK/MRSP Assets.

20.34.1. MRSP Assets. Inventory conducts an inventory of MRSP assets under any one of the conditions below. (Inventory requirements for Harvest Eagle, Harvest Bare, and Housekeeping Sets are explained in chapter 26, [section 26M](#).)

20.34.1.1. For non-EOQ and pilferable and non-pilferable EOQ items, conduct an inventory annually.

20.34.1.2. For return from deployment, conduct an inventory within 10 working days. The 10-day requirement applies if accountability was assumed by the forward location or base OR if accountability was retained by the home station. In the latter case, the inventory may be waived if the MRSP was originally stored in locked containers with seals affixed and if the seals are intact upon return.

20.34.1.3. For receipt of a MRSP transferred or loaned from another unit, conduct an inventory at the option of the Chief of Supply.

20.34.2. MSK Assets. Inventory and War Readiness conduct an inventory of MSK assets on the same basis as MRSP assets.

20.34.3. Selection Options/Parameters. The options used to inventory MSK/MRSP assets are listed in this chapter. (See [chapter 6](#) for the appropriate parameter options.)

NOTE: Item records are not frozen during these inventories.

20.34.4. Detail Processing. When the physical count is completed, Inventory will process the inventory count inputs using the 1DL/RCI screens (see [Attachment 20B-5](#).)

20.35. Inventory of WRM/WCDO Spares Assets.

20.35.1. WCDO/IRSP items that are collocated with normal SBSS warehouse stock. If WCDO/IRSP spares are stored in the same bin location as normal SBSS stock, and DO NOT have a RSP warehouse location assigned, conduct the inventory by doing the following:

20.35.1.1. Process Inventory Count Listing, program R12/NGV831.

20.35.1.2. Process inventory count record (CIC). Use 1WL/RCI screen to process inventory count records (see [Attachment 20B-5](#)).

20.35.2. Segregated WCDO/IRSP spares. If WCDO/IRSP spares are stored separately from normal SBSS stock, and a RSP warehouse location is assigned, conduct the inventory by doing the following:

20.35.2.1. Process WCDO list R07/NGV888 using the inventory select option.

20.35.2.2. Process IRSP list R63/NGV880 using the inventory select option.

20.35.2.3. Process inventory count records using 1DL/RCI screens (see [Attachment 20B-5](#)).

20.35.3. Inventory of BCE IRSP Assets. MAJCOMs authorized BCE/IRSP will make sure that local inventory procedures are developed and coordinated with the storing activity when these assets are not stored in the Chief of Supply storage facility. Inventory provides the storing activity with an annual inventory schedule. The inventory is jointly accomplished by personnel from Inventory, War Readiness and the storing activity.

20.36. Inventory of COMSEC MRSP.

20.36.1. Inventory Responsibilities. Inventory schedules the COMSEC MRSP inventory. However, the COMSEC MRSP custodian performs the required physical inventory. Chief of Supply personnel WILL NOT physically handle COMSEC assets. In addition to scheduling inventories, Inventory will take the following actions:

20.36.1.1. Advise the applicable custodian of the inventory date so all transactions can be recorded on a recap sheet.

20.36.1.2. Obtain the required inventory products (R43) using the inventory count option.

20.36.1.3. Notify the custodian when all inventory actions have been taken, and send him/her the R43.

20.36.2. Custodian Responsibilities. The COMSEC MRSP custodian performs the physical inventory. Enter the quantity on hand on the R43 Inventory List, and return to Inventory for immediate processing (see [Attachment 20B-5](#)).

20.36.3. Overage/Shortage of COMSEC MRSP. If the physical inventory count does not agree with computer balances, an inventory recount image is produced. Inventory must then notify the Chief of Supply, the COMSEC custodian, and the organization commander of a possible overage/shortage in the COMSEC MRSP. Inventory and War Readiness will assist the custodian in performing the required research. If the cause of the overage/shortage cannot be determined, the Chief of Supply and organization commander will determine which collateral organizations should be notified. The probable compromise is processed according to DOD 5200.1R/AFR 205-1.

NOTE: The COMSEC custodian is responsible for any additional reporting actions (see AFKAG-1, chapter 9) when COMSEC materiel is out of control.

20.37. Inventory of Project Details and Equipment in-Use Details for SRAN 3101.

20.37.1. Calculated Inventory Count Quantity. All assets for 3101 should be included in the calculated inventory count quantity. For ERRCD XB, XF, and XD, the count quantity should be the serviceable balance plus project detail on-hand balance. For ERRCD ND/NF, the count quantities should be the serviceable balance plus the in-use detail on-hand balance.

20.37.2. Adjustments. An adjustment can only be made to the item record serviceable balance. If the input count quantity is below the serviceable balance, an F108 management notice will be produced, and the applicable details will be printed on the output document. Use special inventory procedures to adjust the individual details.

Section 20C—SPECIAL INVENTORY.

20.38. Overview. Section C explains how to use, request, and process special inventories. It further explains the use of freeze code I and record updates. Finally, [Section 20C](#) describes the distribution of warehouse refusal documents, the importance of the DOLT, and the procedures for investigating discrepant DRMO shipments or transfers. (See [Attachment 20C-1](#) for the special inventory input.)

20.39. Use of Special Inventory.

20.39.1. Type Accounts. The procedures explained in this section apply to all type accounts, except fuels (TAC = P). Satellites are included in this section. If an inventory functional section/element does not exist, then the host base Inventory performs the special inventory.

20.39.2. Out-of-Balance Conditions. Although all Air Force property within each account must have an inventory at a required time, you may process special inventories to correct out-of-balance conditions.

NOTE: Special inventories do not satisfy the requirement for complete inventories, except as specified in [Section 20A](#).

20.40. Freeze Code I.

20.40.1. Freezing Item Records. Inventory uses freeze code I to freeze item records or detail records for special inventory.

NOTE: The item record is automatically frozen when a special inventory of a detail is conducted.

20.40.2. Inventory then takes the following action:

20.40.2.1. Retain suspense file. Monitor this freeze code by retaining in the suspense file a copy of the 1GP notice or reject notice, or establish an automated file of all item records frozen.

20.40.2.2. Pull the suspense. After the inventory is complete, pull the suspense to make distribution.

20.40.2.3. Return the 1GP notice. After the inventory is complete, return a copy of the annotated 1GP notice to the requesting activity. Sections/Elements maintaining an automated file will notify the requester and delete the record from the file.

20.40.2.4. Destroy the suspense copy. Destroy the suspense copy for policy- directed special inventories (for example, control item change, critical item code change).

20.40.3. Assigning Freeze Code I. Assign freeze code I as follows:

20.40.3.1. Insufficient balance. When an inline program finds that an insufficient balance exists for post-post transaction, condition changes, or identity changes, the program automatically calls in the 1GP/NGV413 to assign the freeze code. Inventory receives the reject and 1GP notice for this action.

20.40.3.2. Warehouse refusals. For warehouse refusals, the warehouse/stockroom supervisor assigns freeze code I by inputting a 1GP. He or she forwards the 1GP output notice to Inventory.

20.40.3.3. Other requirements. If it is necessary, Inventory freezes the item record for other special inventory requirements. Accomplish this action by preparing the special inventory request (1GP). When the freeze code is assigned, the 1GP output notice serves as the freeze code suspense notice.

20.40.4. Removing Freeze Code I. Input of the special inventory image (IRC) using the SRC screen removes freeze code I from the item record or detail records.

20.40.5. Processing Inline Transactions. Inline transactions that do not affect the serviceable balance and are frozen with a freeze code I will be allowed to process.

20.41. Request for Special Inventory.

20.41.1. Warehouse Refusal/Insufficient Balances. If Inventory personnel receive warehouse refusals or insufficient balance rejects without a special inventory request (1GP) attached, they should prepare and process a 1GP for the item(s) and affected condition(s).

20.41.2. Critical Item Code. When DZE processing assigns a critical item code, the computer formats the 1GP input and processes it under program control.

20.41.3. Other Requests. The activity requiring the special inventory prepares and processes special inventory requests (TRIC 1GP) required by message, manual, or other directives. These requests must contain the requester's name or office symbol as well as the reason for the inventory.

20.42. Special Inventory Processing.

20.42.1. Outcome of 1GP Processing. Processing the 1GP input freezes the item record and/or details with freeze code I and outputs asset/detail information requested by the input. The output notice lists transaction histories occurring on the same day as the 1GP process date. The program produces an IRC suspense image for each record requested (item record and/or detail records).

20.42.2. DIFM Special Inventories. Repair Cycle Support, instead of Inventory, processes the 1GP for DIFM. Repair Cycle Support may also help in performing the DIFM special inventories. Take the following steps for DIFM special inventories:

20.42.2.1. Research. Determine if an adjustment is required by doing the following:

20.42.2.1.1. Perform a physical count.

20.42.2.1.2. Conduct required research for all special inventories described in [Section 20A](#).

20.42.2.2. Adjustment not required. When research confirms that adjustment is not required, do the following:

20.42.2.2.1. Process an IRC input. To remove the freeze code, process an IRC input with the item record serviceable balance or the detail balance in the inventory count.

20.42.2.2.2. Prepare and process reverse-post. Prepare and process reverse-post or other transactions as required.

20.42.2.2.3. Forward warehouse refusal documents. If applicable, forward warehouse refusal documents to Storage and Issue for processing.

20.42.2.2.4. Annotate the 1GP notice. Annotate the 1GP notice with the action taken. Use this notice to clear the freeze code I suspense file.

20.42.2.3. Adjustments required. When adjustments are required, do the following:

20.42.2.3.1. Call screen SRC/443. Enter the stock number, the system designator, the count quantity (leading zeros are not required), and the TEX code, if applicable. The document number and research date fields will be required if the suspense image is for a detail inventory.

20.42.2.3.2. Prepare reverse-post transactions. If it is required, prepare reverse-post transactions.

20.42.2.3.3. Annotate 1GP notice. State the corrective action on the 1GP notice and keep the notice as a suspense until the adjustment appears on the document register. Use this notice to clear the freeze code I suspense file.

20.42.2.3.4. Classified items. If the item is classified, use the procedures specified in **volume 1, part 1, chapter 6, section B**, and document them according to AFR 205-1.

20.42.3. Unserviceable Assets on Base. The following special instructions apply for unserviceable assets found on base:

20.42.3.1. IRC with TEX code L. If an asset does not seem to belong to an existing detail, pick it up on the item record serviceable balance by using an IRC with TEX code L. Then process a condition change request (FCC) to establish an unserviceable detail, and transfer the assets see chapter 14, **section 14B** and **section 14E**.

20.42.3.2. Normal processing. If the item is unserviceable and belongs to an existing detail, use normal processing.

20.42.3.3. Serialized Control. Do not process an FOB TIN on unserviceable serialized control assets. Initiate Report of Survey action.

20.43. Input By Terminal.

20.43.1. Host Base Terminals. Inputs for system designator 01 may be made over any host base terminal, if allowed by the user-ID/password.

20.43.2. Terminals 041-049. Inputs for system designators which begin with an A may be made from terminals 041 through 049, if allowed by the user-ID /password.

20.44. Record Update. The computer updates or creates the following records or fields for special inventory adjustments:

20.44.1. Item Record or Detail Balance. The quantity in positions 25-32 of AF Form 2005 adjusts the item record or detail balance.

20.44.2. Date. The date of the last inventory is updated to the current date.

20.44.3. Freeze Code I. The freeze code I is removed from the item record or detail record.

20.44.4. Inventory Adjustment Record. The program creates and stores an inventory adjustment record.

20.44.5. Inventory Accuracy Record. The program updates the appropriate inventory accuracy record.

20.44.6. Transaction History Record. The program creates and stores a transaction history record. The program may create and store a transaction history record (TRIC FFF, TTPC 4K/4L, load, transfer to/from an overflow record) under two conditions: 1) when the adjustment leads to a basic item record quantity overflow or 2) when an adjunct (-9) record is involved.

20.44.7. Overflow Adjunct (-9) Item Record. The program may store and create an overflow adjunct (-9) item record. See paragraph above for transaction history records when an adjunct (-9) record is involved.

20.44.8. IRC Inventory Image Delete. The suspense IRC inventory image is deleted from the database. Check the records to ensure the records are being deleted.

20.45. Distribution of Warehouse Refusal Documents.

20.45.1. Assets Not Found.

20.45.1.1. Issue documents. If Inventory cannot find the assets that satisfy the warehouse refusal, distribute issue documents as follows: copy 1 to Document Control; copy 2 to Input source; copy 3 to Organization; copy 4 to Repair Cycle Support.

20.45.1.2. Shipping documents. If Inventory cannot find the assets that satisfy the warehouse refusal, distribute shipping documents as follows: copy 1 to Document Control and copy 2 to Input source (see [chapter 15](#) for A2(x)/A4(x) RDO warehouse refusal). Copies 3-7 may be destroyed, or distributed as locally desired.

20.45.1.3. BSU and reverse-post documents.

20.45.1.3.1. BSU. After receiving the complete reverse-post document (DD Form 1348-1A), Inventory marks or stamps WAREHOUSE REFUSAL on the bench stock issue (BSU). Then forward the BSU to Document Control. The BSU allows Document Control to clear the original Document Control record.

20.45.1.3.2. Reverse-post document. Forward the copy of the reverse-post document (DD Form 1348-1A) to Bench Stock Support, so that the master bench stock format may be reinput.

20.45.2. Assets Found. If Inventory finds the assets to satisfy the warehouse refusal, return the documentation to Storage and Issue for action.

20.46. Inventory Procedures for Investigating Discrepant Defense Reutilization and Marketing Office Shipments/Transfers.

20.46.1. 528 Reject Notices. Intransit control procedures are an additional control for discrepant DRMO shipments or transfers. They do not affect inventory adjustment procedures and criteria. Use the inventory procedures below to investigate and process 528 reject notices. 528 reject notices identify discrepancies.

20.46.2. Procedure. When Document Control forwards a copy of the 528 reject to Inventory, perform a special inventory to determine why a quantity variance exists between the quantity shipped/transferred to DRMO and the quantity reported to the DRMS. Complete the special inventory and return the 528 reject notice to Document Control within ten days.

20.46.3. Action Taken by Inventory to Locate Property. Determine if the property was removed from the warehouse and delivered to the DRMO or if the property was transferred to TMO for shipment to the DRMO.

20.46.3.1. Property located. If the property is located, Inventory ensures that it is promptly delivered or transferred to the DRMO.

20.46.3.2. Property not located, theft or fraud suspected. If you suspect that theft or fraud is the reason property is not in the warehouse or at DRMO, document these findings and present them to the Management and Systems Officer. He or she reviews the findings. If it is warranted, the Management and Systems Officer should initiate a request for criminal investigation according to AFI 90-301 and [chapter 2](#).

20.46.4. 528 Reject Reinput. After completing the special inventory or investigation, Inventory notifies Document Control to reinput the 528 reject as follows:

20.46.4.1. All or part received. If the DRMO has received all or part of the shipment or transfer, enter an R in position 44. Enter the actual quantity the DRMO received in positions 25-29.

20.46.4.2. None received. If the DRMO has never received the shipment/transfer, enter an L in position 44 and enter zeros in pos 25-29.

20.46.5. Additional Information. See [chapter 15](#) for additional information on the DRMO intransit control program.

20.47. Inventory of Project Details and Equipment In-Use Details for SRAN 3101.

20.47.1. All assets for 3101 should be included in the calculated inventory count quantity. For ERRCD XB, XF, and XD, the count quantity should be the serviceable balance plus project detail on-hand balance. For ERRCD ND/NF, the count quantities should be the serviceable balance plus the in-use detail on-hand balance.

20.47.2. An adjustment can only be made to the item record serviceable balance. If the input quantity is below the serviceable balance, an F108 management notice will be produced, and the applicable details will be printed on the output document. Use special inventory procedure to adjust the individual details.

Section 20D—SAMPLE INVENTORY.

20.48. Overview.

20.48.1. Section Summary. This section identifies the methods and procedures for performing sample inventories using the ABC theory. The method stratifies a sample plan that places emphasis on

high cost/high demand [as measured by annual dollar value usage and annual demand X unit price] and high mission impact items, less emphasis on medium cost/demand items. The stratification plan will select 20 percent of the sample from class A, 30 percent from class B, and 50 percent from class C. With the ABC theory, 20 percent of the lot's top cost and demand items will be selected to be inventoried. Chapter 6, [attachment 6B-17 Section B](#) provides a complete spectrum of lot sizes and the number of items that will be inventoried based upon the lot size.

20.48.2. Use of LOGMARS Equipment. Use of LOGMARS equipment and the general operation of same is explained in [Attachment 20B-4](#).

20.49. Use of Sample Inventory.

20.49.1. Justification and Frequency. Procedures exist that use accepted statistical sampling techniques for physical inventories. Experience shows that inventory accuracy does not vary significantly. Moreover, sample inventory saves manpower and time. Sample inventories are conducted semiannually.

20.49.2. Controlled Item Code U or 7. Inventory may use sample inventory procedures on Controlled Item Codes U or 7 if the item record issue exception code is not E, K, 3, or 6 or the type SRAN is not equal to E. Systems designators must be 01 or A1 through A9 unless the Chief of Supply requires otherwise.

20.49.3. Users. The computer support base supply activity as well as supply satellite accounts may use the sampling technique.

20.49.4. Method. Inventory uses a single-step sampling plan with a lot size that is no smaller than 151 items and no larger than 3200 items. The sampling plan for the SBSS is designed so that 95 percent of the time 85 percent of the items within a lot are free from major variance. You may inventory 12 lots at any given time using the 12 sample inventory records (A through L).

20.50. Requirements for Complete Inventory. Below are situations when Inventory must conduct a complete inventory:

20.50.1. Error Rate Unacceptable. Use complete inventory procedures for an entire lot when the sample for the lot fails to pass the acceptable error rate.

20.50.2. Decision by Chief of Supply. The COS makes the following decisions on complete inventories:

20.50.2.1. Situations requiring a complete inventory.

20.50.2.1.1. Controlled item code other than U or 7. The Chief of Supply directs that a complete rather than a sample inventory must be taken for item records with a controlled item code of U.

20.50.2.1.2. Complete inventory as a followup. The Chief of Supply may direct a complete inventory for a warehouse or portion of a warehouse when the sample passed with an acceptable error rate, but based on his judgment, a complete inventory is still required.

20.50.2.2. Data required to determine need for a complete inventory. Inventory and Analysis provides the Chief of Supply the following data to assist in determining if a complete inventory is required.

20.50.2.2.1. By Inventory. Inventory, after analyzing the Consolidated Inventory Adjustment Document Register (M10/NGV836), advises the Chief of Supply of the following:

20.50.2.2.1.1. The inventory accuracy of the account as reflected in the summary portion of the M10.

20.50.2.2.1.2. Adverse trends in inventory adjustment actions, requests for special inventories, and warehouse refusals for each warehouse and, where practical, for sections of the warehouse.

20.50.2.2.1.3. The number of automatic adjustments and the number of line items counted for each lot inventoried. If automatic adjustments are greater than 25 percent of the number of items counted, carefully review other warehouse data that pertain to the lot.

20.50.2.2.2. By Analysis. If Inventory so requests, analyze warehouse location validation actions and identify problem areas by warehouse or sections of a warehouse.

20.51. Sample Inventory Procedures.

20.51.1. Action Taken by Inventory. At least one day before the inventory, Inventory tells Storage and Issue which area is to be inventoried.

20.51.2. Action Taken by Storage and Issue.

20.51.2.1. Ensure that warehouse personnel process all transactions applicable to this area.

20.51.2.2. Define the limits of the area clearly by using signs, ropes, etc. Also, post markers with the inventory deadline date.

20.51.2.3. Limit movement of assets in the inventory area to emergency issues and transactions processed before the deadline date.

20.51.2.4. Log on a recap sheet both those transactions that are output before the deadline date as well as emergency issues from locations undergoing inventory. The minimum amount of data to be recorded consists of stock number, system designator, quantity, document number, TRIC, and warehouse location.

20.51.2.5. Continue to process transactions for items included in the total inventory lot but which are not actually part of the sample inventory. Hold these transactions, except for emergency issues, until the inventory is complete.

20.51.2.6. Conduct normal warehouse validation according to chapter 14, [section 14D](#).

20.52. Count Record Preparation and Processing.

20.52.1. Preparation of Count Records. Inventory must prepare a parameter request 1 day before inventory deadline date and then forward to Computer Operations for processing during end-of-day. (See chapter 6, [attachment 6B-17](#) for inventory parameter format). The computer prepares the count records for processing as follows:

20.52.1.1. Writes Inventory count records. Writes inventory count records to a database disk file. (See part 4, for the CIC-EIC-1RS-Inventory Record format). Count records are written and edited for sample inventories the same as for complete inventories.

20.52.1.2. Assigns freeze code C. Freeze code C is assigned automatically when count records are prepared, and it will override any freeze code assigned to the item record with the exception of freeze codes I, L, and Q.

20.52.2. Selection of Records. Input of the select program format produces sample inventory images (1RS), randomly selecting items records and WRM details within the predetermined area to be inventoried. The results of the input are as follows:

20.52.2.1. Sample inventory lot size selected. All item records with type account code B or E with a controlled item code of U and a warehouse location within the select format parameters are initially selected. This represents the sample inventory lot size. The number of items contained in the inventory lot determines the sample size. (See the sample inventory table in [Attachment 20D-4](#).)

20.52.2.2. Samples selected. Based on sample size, the sample is selected under program control using a random number process.

20.52.3. Record Update. The computer updates records as follows:

20.52.3.1. Records selected. The first position of the DOLI is changed to an alpha record code of the applicable inventory accuracy suspense record (A through L). The last three positions are the last three positions of the Julian date. This date on the (WRM) detail is changed if appropriate.

20.52.3.2. Records not selected. For those records not selected for the inventory sample but included as part of the total lot, the DOLI is changed to the current date. However, the year position is changed to an alpha character (that is, & for 1990, / for 1991, S for 1992, T for 1993, U for 1994, V for 1995, W for 1996, X for 1997, Y for 1998, and Z for 1989). This identifies the line items considered in the sample inventory lots but not actually selected for sample counting.

20.52.3.3. Inventory accuracy records. The applicable inventory accuracy records are updated with line items, the recorded balance, and the dollar value of recorded balances of the sample inventory item records and details.

20.52.3.4. Sample inventory accuracy suspense records. The sample inventory accuracy suspense record is created during the image preparation. Use this record to control the inventory, ensure the return of all sample inventory count formats, and create the Inventory Completion Notice. (See [Attachment 20D-3](#) for the format of this notice).

20.52.4. LOGMARS 1RS Inventory File Listing. Distribution forwards the file listing to Inventory no later than the beginning of the next workday. Inventory personnel use this listing in conjunction with the HHT to perform sample inventories.

20.52.4.1. Adjunct (-9) records. When adjunct (-9) records are involved in a sample inventory, the computer creates the 1RS format for the basic item record and updates the basic record for the sample inventory.

NOTE: The LOGMARS IRS Inventory File Listing provides a record data line containing pertinent (-9) record data.

20.52.4.2. Retain the listing. Retain the listing until the inventory schedule is completed (see chapter 6, [attachment 6B-17](#) for the format of the listing).

20.53. Inventory Count Processing.

20.53.1. Processing Count Records. Once program GVIRLB is loaded and the HHT is ready (see [Attachment 20B-4](#) for operational instructions of the hand-held terminal and the bar-coded reader), the user must do the following:

20.53.1.1. 1RS or 1RR. Key in either 1RS or 1RR.

20.53.1.1.1. If it is an initial count, key in 1RS followed by the ENTER key. This starts the collection of data for the inventory.

20.53.1.1.2. If it is a recount, key in 1RR followed by the ENTER key. This starts the collection of data for the inventory recount.

20.53.1.2. Bar-coded label. By responding to displayed program prompt messages, you can now read the bar-coded label at the first bin location. This bin location appears on the LOGMARS 1RS Inventory File Listing or LOGMARS 1RR Inventory File Listing, and it is arranged in warehouse location sequence. From the bar-coded label, you can obtain the stock number, warehouse location, and unit of issue.

20.53.1.3. Numeric count quantity. After you read or enter the label's data, a display on the (HHT) prompts you to enter the count quantity. Key in the numeric count quantity. Leading zeros are not required since the program automatically places zeros in all required leading positions.

CAUTION: To achieve an actual update, depress the ENTER key after all manual entries.

20.53.1.3.1. Recount collection. During a recount (1RR) collection, the computer displays a prompt for a TEX. To satisfy the programmed request, key in a valid TEX code or space, whichever is appropriate.

20.53.2. Processing When WRM is Included. Count all items in the bin (WRM and normal Base Supply stock) for the inventory count quantity.

20.53.3. Processing After Inventory Count or When Storage Capacity is Reached. After completing the inventory count or when the HHT's storage capacity is reached, do the following:

20.53.3.1. Enter one of the end-of-file indicators (plus [+] or dollar [\$]) sign in the first position of the next stock number field. If the input warehouse location is outside the inventory range, a message is output on the UTS-40 screen, and the record is ignored (see [Attachment 20B-4](#)).

20.53.3.2. Transmit data records to the host computer.

20.53.3.3. After you make your entry, the IRL program in the HHT ends. The HHT is now ready to be connected to the LOGMARS UTS-40 VDU for transfer of input data records to the host computer for processing. Forward hand-held terminals to Computer Operations for downloading.

20.54. Recount Record Processing.

20.54.1. Input Data Record Collection for Recount. A sample inventory recount is performed in the same way and with the same edits as recounts are performed for a complete inventory.

20.54.2. Use of UTS-40 VDU for Recount Record Processing. 1RR inputs may be processed over the UTS-40 using 1WL/RCI screens (see this chapter, for recount processing using the UTS-40 VDU).

20.55. Sample Inventory Record Update. When count images are input, the computer compares the physical count quantity and the record balance, including the adjunct (-9) record balance, if applicable. Depending on the results of the comparison, the computer completes the actions explained below.

20.55.1. Count Record (1RS)-- Unequal. If the count quantity and the item record/detail quantities are unequal, the computer produces an inventory recount image 1RR. (See [Attachment 20D-2](#) for the sample inventory recount management notice.)

20.55.2. Count/Recount Record (1RS/1RR)--Equal. If the count or recount quantity and the item record quantity are equal, delete freeze code C and update the DOLI on the item record. This date is always the date from the sample inventory accuracy suspense record. The following steps then occur:

20.55.2.1. Number Updated. The total number reinput field on the suspense record is updated by the program.

20.55.2.2. Fields Compared. After processing is completed, the computer compares the number reinput field and the number output field for item records on the suspense record. If they are both equal, the computer produces a sample inventory completion, updates the sample inventory records, and deletes the sample inventory accuracy suspense record.

NOTE: No transaction history is created.

20.55.3. Recount Record (1RR)--Unequal. If the recount quantity and the item record quantity are unequal, the computer updates the applicable inventory accuracy record and creates a transaction history. The following will also occur, if applicable:

20.55.3.1. If processing for type balance code A (serviceable balance) adjustments, the computer deletes freeze code C and updates the item record DOLI and the DOLT with the current computer processing date.

20.55.3.2. If the adjustment has resulted in a serviceable increase and a due-out exist for that item record, the computer uses the due-out release program for DOR (due-out release) action.

20.55.3.3. If an adjustment results in a basic record quantity overflow, or when an adjunct (-9) record is involved, the computer creates and stores a transaction history record and creates or updates an overflow adjunct (-9) record. (See [part 4](#), for overflow adjunct (-9) records.)

20.56. Inventory Completion Notice.

20.56.1. Output of the Notice. Output of the Sample Inventory Completion Notice is only over the RPS/main system or satellite terminal. Only those samples that fail require reinventory of the entire warehouse lot; use cycle inventory procedures for the reinventory.

20.56.2. Reinventory for Lots that Failed. Begin reinventory within 90 days of the date of the notice. Attach one copy of the Sample Inventory Completion Notice to the count listing created for the complete inventory. Verify the data by comparing the data to the appropriate M10 listing.

20.56.3. Further Action for Lots that Passed. The Chief of Supply decides if Inventory is to take further action on lots that passed.

Section 20E—INVENTORY OF IN-USE/IN-PLACE EQUIPMENT.

20.57. Overview. This section lists the kinds of in-use/in-place equipment that require complete or special inventories. [Section 20E](#) also explains how to prepare and process inventory count inputs and how to

conduct an inventory recount. This section also provides inventory procedures for select items which includes equipment and equipment in quarters and equipment in off-base organizations, and in-use NOCM equipment. Finally, it explains how to make inventory adjustments for destroyed flags, pennants, guidons, and streamers.

20.58. Equipment Requiring Inventory.

20.58.1. Conducting Complete Inventories. Inventory conducts complete inventories of all in-use/in place equipment listed in [Section 20A](#), including vehicles and the following equipment (for more information on the equipment involved, look for E under the TYPE ACCOUNT CODE heading of [Attachment 20A-4](#); also see the REMARKS in [Attachment 20A-4](#) for exceptions): 1) Equipment in base maintenance; 2) Equipment in contract maintenance; 3) Equipment on work order; 4) Equipment awaiting parts.

20.58.1.1. Exemptions from a complete inventory. Items listed in [Section 20A](#) are exempt from complete inventory if they meet one of the following conditions:

20.58.1.1.1. They are equipment recorded on unit accountable records.

20.58.1.1.2. They are items on receipt to individuals from Individual Equipment. Individual Equipment must complete an inventory of these items when a kit is turned in or when the individual to whom they are issued is transferred or discharged.

20.58.1.2. Request for inventory. Change in custodians does not normally require supply inventory assistance. When custodians require inventory assistance, they submit a request to their organization commander/staff agency director. This request should fully justify the need for an inventory and should identify the discrepancies involved. If the commander/staff agency director grants the request, the custodians can formally request inventory assistance from the Chief of Supply. ([Section 20A](#), this chapter, describes the frequency of in-use/in-place inventories.)

20.58.2. Conducting Special Inventories. Inventory conducts special inventories as follows:

20.58.2.1. Equipment to be inventoried. Use special inventory procedures, [Section 20C](#) for inventory overages and shortages that the custodians report to Equipment Management. Inventory must validate these overages and shortages before adjusting the in-use detail.

20.58.2.2. Authority. Host major commands, subordinate commands, or the Base Commander may direct special inventories. AFMC item or system support managers cannot direct special inventories of in-use/in-place equipment items by the major commands unless they have the approval of HQ AFMC/MMM.

20.58.3. Advance Notification. Notify affected functions early, so they can withhold or expedite all actions that would conflict with the inventory. Because of limited transactions in custodian accounts, the item record is not frozen during the inventory.

20.59. Inventory Count Input Preparation.

20.59.1. Preparing Parameter Inputs. When the custodian requires Supply inventory assistance and is using inventory count inputs, Inventory prepares the CA/CRL or inventory parameter chapter 6, [attachment 6B-14 Section B](#) for the format of the CA/CRL inventory report select input). Then Inventory forwards the parameter inputs to Computer Operations for processing. Inventory may request a maximum of 10 accounts with each input parameter.

20.59.2. Returning Custody Receipt Listing and Labels. Computer Operations returns the Custody Receipt Listing and labels to Inventory no later than the beginning of the next workday. The Custody Receipt Listing and labels are in prime stock number sequence. (See chapter 6, [attachment 6B-14](#) through [attachment 6B-14 Section D](#) for the format of the Custody Receipt Listing.)

20.59.3. Exception for Inventory by Custodians. When custodians conduct an inventory of their accounts, Inventory does not provide count inputs. However, the custodians may have labels if they desire them.

20.60. Custody Receipt/Count Input Processing. When inventory assistance is provided for on-base accounts, Inventory should process inventory documentation as follows:

20.60.1. Record Count Quantities. Use CA/CRL to record count quantities. Use copy 1, 2, and 3 of the CA/CRL to record inventory quantities counted. Record out-of-balance conditions (over and short) on all copies.

20.60.2. Signatures. Upon completion of the inventory, the Inventory team chief will obtain the custodians signature acknowledging responsibility for property. Then the team chief will sign under the customers signature.

20.60.3. Distribution. Forward copy 1 of the CA/CRL to Equipment Management. The custodian keeps copy 2. Inventory keeps copy 3.

20.60.4. Labels Affixed. When practical, affix labels to equipment during the physical count.

20.60.5. Inventory Overage Document. When assets are found during inventory that are not reflected on the CA/CRL, prepare an inventory overage document (AF Form 2005) (see [Attachment 20E-1](#)) and obtain the custodian's signature.

20.60.5.1. Signatures. The custodian's signature is not required when the custodian discovers the overage.

EXCEPTION: If an AF Form 601 is required IAW [chapter 22](#), the AF Form 601 will be attached to the inventory overage document.

20.60.5.2. Count inputs. Prepare inventory count inputs for processing as outlined below.

20.60.5.3. Distribution. Forward inventory overage documents with copy 1 of the CA/CRL to Equipment Management.

20.60.6. Processing. Inventory counts are processed from copy 3 of the CA/CRL using the 1DL/RCI screens (see [Attachment 20B-5](#)).

20.60.7. Copy three of CA/CRL. Retain copy three of the CA/CRL until the inventory adjustments, if any, have appeared on the M10. Then discard it (see AFMAN 37-139, table 67-11, rule 6).

20.60.8. Input. During input, the computer compares the physical count quantity and the authorized in-use detail balance. If they are equal, no records are updated. If they are unequal, the authorized in-use inventory accuracy is updated, and an inventory recount output (IRC) is produced. (See [Attachment 20B-3](#) for the inventory recount format.)

20.61. Inventory Recount.

20.61.1. Recount and Research. Inventory performs a physical recount and the required research (see [Section 20A](#)). Reconciliation of discrepancies found by inventory are completed within 30 days from the date of inventory.

20.61.2. Equipment Overage. If the recount and research show that an equipment overage exists, Inventory does the following:

20.61.2.1. Inventory overage document. Prepare an inventory overage document (AF Form 2005) (see [Attachment 20E-1](#)) and obtain the custodian's signature.

20.61.2.1.1. Quantity change. Enter the quantity change on copies 1 and 2 of the Custody Receipt List.

20.61.2.1.2. Document use. Keep the inventory overage document until receipt of the Consolidated Inventory Adjustment Document Register (M10/NGV836).

20.61.2.2. Distribution. Forward inventory overage documents with copy number 1 of the CA/CRL to Equipment Management.

20.61.2.3. FIL/FCI inputs. If necessary, process FIL/FCI input(s) to load the item record and authorized/in-use detail record (use ASC 000), pending AF Form 601 approval, if applicable.

20.61.2.4. Input. After completing the above steps in this paragraph, Inventory processes recount images using the 1DL/RCI screen (see [Attachment 20B-5](#)).

20.61.2.5. Filing. After receiving the Consolidated Inventory Adjustment Document Register (M10), attach the inventory overage documents (AF Form 2005) to the M10, and forward them to Document Control for filing.

20.61.2.6. Overage item not required. If the custodian does not need the overage item on the authorized/in-use detail record, Equipment Management either processes a normal activity code E turn-in to return the item to stock, or processes a FET to transfer it to another custodian.

20.61.3. Equipment Shortage. Shortages revealed by the inventory appear on the Inventory Adjustment Document Register. Before receiving the Inventory Adjustment Document Register, the EMS identifies shortages from the information on the CA/CRL forwarded by Inventory. EMS responsible for obtaining necessary certificates or supporting documentation (see chapter 22, [section 22D](#)). If recount and research indicates that an equipment shortage exists, Inventory takes the following action:

20.61.3.1. Quantity change. Enter the quantity change on copies 1 and 2 of the Custody Receipt List.

20.61.3.2. Processing Recounts. Process recounts using 1DL/RCI screen.

20.61.4. Comparison of the Recount Quantity and Authorized/In-Use Detail Balance. After the recount image are input, the computer compares the recount quantity and the authorized/in-use detail balance.

20.61.4.1. Equal amounts. If the recount quantity and the authorized in-use detail balance are the same, no records are updated.

20.61.4.2. Unequal amounts. If the recount quantity and the authorized/in-use detail record balance are not the same, the program does the following:

20.61.4.2.1. Authorize/in-use detail record. The authorized/in-use detail record balance is changed to the recount quantity.

20.61.4.2.2. Detail date. The detail date of the last inventory is changed to the current date.

20.61.4.2.3. Inventory accuracy record. The applicable inventory accuracy record is updated.

20.61.4.2.4. Inventory adjustment record. An inventory adjustment record is created.

20.61.4.2.5. Transaction history. A transaction history is created.

20.61.5. Filing CA/CRL. After all adjustments to the custody receipt account have been processed through the SBSS, the EMS files the CA/CRL in the custody receipt jacket. Then EMS has Distribution return the outdated CA/CRL to the custodian.

20.61.6. New CA/CRL. Inventory may produce a new CA/CRL if there are enough changes to the CA/CRL to justify a new document. The custodian signs both certificates on the CA/CRL. File copy 1 in the custody receipt jacket file. Give copy 2 and the outdated CA/CRL to the custodian. You may then destroy initial copies of the CA/CRL.

20.62. Inventory of Furniture and Equipment in Quarters.

20.62.1. Requirements. The inventory team is not required to perform an inventory of EAID equipment in-use by military family housing.

20.62.2. Procedures. The procedures in [volume 4, part 1, chapter 11](#), apply except that Inventory forwards inventory count inputs for items on the housing supply officers account to the base housing supply officer. The base housing supply officer completes the count inputs and returns them.

20.63. Inventory of Off-Base Organizations.

20.63.1. Restrictions. The inventory team is not required to perform an inventory of EAID equipment in use by off-base organizations unless specifically requested by the organization and approved by the Chief of Supply.

20.63.2. Inventory. Inventory obtains the CA/CRL, labels, and count inputs for off-base activities. Forward the labels and copies 1 and 2 of the CA/CRL to the off-base organization.

20.63.3. Off-Base Organization. To perform a complete physical inventory of all equipment items, the off-base organization does the following:

20.63.3.1. Labels. Attach labels to items inventoried, as applicable.

20.63.3.2. Shortages detected.

20.63.3.2.1. Annotations. Manually annotate copies 1 and 2 of the CA/CRL to reflect the shortages found during the inventory.

20.63.3.2.2. Supporting documents. Prepare appropriate supporting documents (affidavits, statements, certificates, etc.) for all shortages.

20.63.3.2.3. Signature. After the inventory, have the appropriate off-base custodian sign copy 1 of the CA/CRL in the space for acknowledging responsibility for the property and inventory.

20.63.3.2.4. Distribution. After the inventory is completed, forward copy 1 of the CA/CRL and the supporting documents for shortages to the host base Inventory.

20.63.3.3. Overages detected.

20.63.3.3.1. Annotations. Manually annotate copies 1 and 2 of the CA/CRL to reflect the overages found during the inventory.

20.63.3.3.2. Inventory overage documents. Prepare and sign inventory overage documents (AF Form 2005) for all overages found during inventory (see [Attachment 20E-1](#) for the format).

20.63.3.3.3. Signature. After the inventory, have the appropriate off-base custodian(s) sign copy 1 of the CA/CRL in the space for acknowledging responsibility for the property and inventory.

20.63.3.3.4. Distribution. After the inventory, forward copy 1 of the CA/CRL and the inventory overage documents (AF Form 2005) to the host base Inventory.

20.63.4. Inventory. Inventory does the following:

20.63.4.1. Process count inputs. Process count inputs using the 1DL/RCE screen.

20.63.4.2. Prepare IRC. Prepare special inventory inputs (IRC) for items found by the inventory that do not have a CA/CRL.

20.63.4.3. Perform research. After receiving recount inputs, perform research as outlined in [Section 20A](#). After research, enter the validated recount in the lower right hand area of the recount input and forward it for processing.

20.64. Inventory of NOCM, In-Use.

20.64.1. Restrictions. The inventory team is not required to perform an inventory of NOCM equipment that munitions maintenance functions have in use unless specifically requested by the organization and approved by the Chief of Supply.

20.64.2. Inventory. Inventory does the following:

20.64.2.1. CA/CRLs, labels, count inputs. Obtain CA/CRLs, labels, and count inputs for munitions maintenance activities (see the applicable paragraph above for count input preparation).

20.64.2.2. Suspense. Place the inventory count inputs in suspense until the custodian(s) return the annotated copy 1.

20.64.3. Custodians. The custodians perform the required physical inventory by doing the following:

20.64.3.1. Labels. Affix labels to the items inventoried, if applicable.

20.64.3.2. Annotations. Annotate copies 1 and 2 of the CA/CRL to reflect shortages or overages disclosed by the inventory.

20.64.3.3. Supporting documents. Prepare appropriate supporting documents (affidavits, statements, certificates, etc.) for items short or over.

20.64.3.4. CA/CRL and CA/CRL inventory certificate. After completion of the inventory, the custodian signs the CA/CRL(s) and keeps a copy. The custodian also signs the CA/CRL inventory certificate.

20.64.3.5. Inventory overages. Prepare and sign inventory overage documents (AF Form 2005) for all overages disclosed by the inventory (see [Attachment 20E-1](#) for format).

20.64.3.6. Distribution. After the inventory is completed, send the inventory overage documents (AF Form 2005), a copy of the CA/CRL, and supporting documentation for shortages to Inventory.

20.64.4. Inventory. Inventory does the following:

20.64.4.1. Process count inputs. Process count inputs using the 1DL/RCI screen.

20.64.4.2. Prepare IRC. Prepare special inventory inputs (IRC) for items found by inventory if count inputs were not provided with the CA/CRL.

20.65. Inventory Adjustments for Destroyed Flags, Pennants, Guidons, and Streamers. Destroyed flags, pennants, guidons, and streamers--along with a copy of AF Form 601, AF Form 2005, or a letter containing the proper destruction certificate statement (see [chapter 22](#))--give Inventory the authority to process an IRC and terminate EAID accountability.

Section 20F—GENERAL INFORMATION ON INVENTORY ANALYSIS PROGRAM.

20.66. Overview . Inventory Analysis Program provides an automated capability to analyze inventory adjustments. This program allows you to download your monthly inventory adjustments to a microcomputer and quickly analyze trends various methods. IAP was developed as a Windows based program with the flexibility needed to adapt to as many concepts of analysis as possible.

20.67. Purpose . This section outlines IAP procedures to be used to obtain your inventory adjustments. It also discusses the hardware and software requirements, general operating instructions, and some specific menus. This system accepts standard ASCII text files from either floppy or hard drive.

20.68. References .

20.68.1. Chapter 20, [Section 20F](#).

20.68.2. Chapter 6, [attachment 6A-40](#).

20.69. Security . Physical hardware security will be the responsibility of the user while IAP is in operation. Security guidelines are identified in part 4, chapter 2, [section 2C](#).

20.70. Software and Hardware Requirements.

20.70.1. Physical attributes of the PC are at the discretion of the user. The following is the minimum hardware/software specifications for IAP.

20.70.1.1. 486 Central Processing United States Air Force.

20.70.1.2. 75 Megahertz Processor.

20.70.1.3. At least 16 Megabyte (MB) of Random Access Memory.

20.70.1.4. Access to a Network.

20.70.1.5. Windows 95.

20.70.1.6. Access to the World Wide Web.

20.71. IAP4 Installation Procedures.

20.71.1. Once you have downloaded the program from the website, take the following steps to install onto your system.

20.71.1.1. Go to the <Start> button, click on <Programs>, then locate <Explorer>, select the A:\ or B:\ drive and double-click “Setup”, this will begin the installation to your system.

20.71.1.2. When prompted, click <continue>.

20.71.1.3. Click <ok> button to accept c:\iap4 as the destination directory.

20.71.1.4. For the type of installation, click on <typical>. Follow instructions on screen and put in appropriate disk when asked.

20.71.1.5. Go to C:\iap4 directory and double-click on the lma.reg file, this enables any file with .LMA extension to run with runtime version of Access.

20.71.1.6. When prompted, click <ok>.

20.71.1.7. Close windows explorer.

20.71.1.8. On taskbar, click on the <start> button, then on the menu, click on <Programs>.

20.71.1.9. Select Inventory Analysis Program (IAP) Version 4.0, then IAP version 1.0.

20.72. IAP Main menu.

20.72.1. Once the installation has been completed, the main menu will be displayed with the IAP options. This will provide the user the capability to execute the various functions of the IAP micro-computer software program.

ATTACHMENT 20A-1

AUTHENTICATION OF INVENTORY ADJUSTMENTS

20A1.1. Inventory.

Table 20A1.1. Inventory Adjustment Information.

TYPE ACCOUNT	CATEGORY OF ADJUSTMENT	CERTIFICA- TION	CERTIFICA- TION	APPROVAL	CERTIFY- ING SORT CODE	APPROVAL SORT CODE
COMPUTER SUPPORT BASE (CSB)						
B/E	ALL, LESS DIFM AND IN- USE (SEE NOTE 1)		MGT & SYS- TEMS OFFICER	CHIEF OF SUP- PLY (SEE NOTE 2)	A	(SEE NOTE 3)
B/E	DIFM-CIVIL ENGINEER	CIVIL ENGI- NEER	OPS SUPPORT OFFICER	CHIEF OF SUP- PLY (SEE NOTE 2)	B	(SEE NOTE 3)
B/E	DIFM OTHER		OPS SUPPORT OFFICER	CHIEF OF SUP- PLY (SEE NOTE 2)	C	(SEE NOTE 3)
B/E	IN-USE (CUS- TODIAN)		MATERIEL MGT OFFICER	CHIEF OF SUP- PLY (SEE NOTE 2)	D	(SEE NOTE 3)
B	SPRAM		MATERIEL MGT OFFICER	CHIEF OF SUP- PLY (SEE NOTE 2)	H	(SEE NOTE 3)
SATELLITE CATEGORY II/IIA						
B/E	ALL, LESS DIFM AND IN- USE (SEE NOTE 1)	SAT SUPPLY OPS OFFICER	CSB CHIEF OF SUPPLY	CHIEF OF SUP- PLY (SEE NOTE 2)	A	(SEE NOTE 3)
B/E	DIFM-CIVIL ENGINEER	CIVIL ENGI- NEER	CSB CHIEF OF SUPPLY	CHIEF OF SUP- PLY (SEE NOTE 2)	B	(SEE NOTE 3)
B/E	DIFM-OTHER		CSB CHIEF OF SUPPLY	CHIEF OF SUP- PLY (SEE NOTE 2)	C	(SEE NOTE 3)
B/E	IN-USE (CUS- TODIAN)		SATELLITE MATERIEL MGT OFFICER	CHIEF OF SUP- PLY (SEE NOTE 2)	D	(SEE NOTE 3)
B	SPRAM		MATERIEL MGT OFFICER	CHIEF OF SUP- PLY (SEE NOTE 2)	H	(SEE NOTE 3)
SATELLITE - CATEGORY III/IIIA						
B/E	ALL, LESS DIFM AND IN- USE (SEE NOTE 1)		SATELLITE CHIEF OF SUP- PLY	SATELLITE CHIEF OF SUP- PLY (SEE NOTE 2)	A	(SEE NOTE 3)
B/E	DIFM-CIVIL ENGINEER	SATELLITE CIVIL ENGI- NEER	SATELLITE CHIEF OF SUP- PLY	SATELLITE CHIEF OF SUP- PLY (SEE NOTE 2)	B	(SEE NOTE 3)

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TYPE ACCOUNT	CATEGORY OF ADJUSTMENT	CERTIFICA- TION	CERTIFICA- TION	APPROVAL	CERTIFY- ING SORT CODE	APPROVAL SORT CODE
B/E	DIFM OTHER		SATELLITE CHIEF OF SUP- PLY	SATELLITE CHIEF OF SUP- PLY (SEE NOTE 2)	C	(SEE NOTE 3)
B/E	IN-USE (CUS- TODIAN)		SATELLITE MATERIEL MGT OFFICER	SATELLITE CHIEF OF SUP- PLY (SEE NOTE 2)	D	(SEE NOTE 3)
B	SPRAM		MATERIEL MGT OFFICER	SATELLITE CHIEF OF SUP- PLY (SEE NOTE 2)	H	(SEE NOTE 3)

(Classified; Pilferable Over \$100.00, Sensitive; Or Adjustments Over \$2,500.00)

NOTES:

1. For aviator's breathing Oxygen (NSN 6830-00-808-9531) and Liquid Nitrogen, Technical (NSN 6830-00-285-4769), the allowable loss from 400-5000 gallon tank is 3 percent of on-hand inventory per day. For smaller tanks, 5 percent is the allowable loss per day. When losses repeatedly exceed these limits, take action, in compliance with the applicable technical order (T.O), to inspect the storage containers. Forward copies of inspection reports, together with recommended action, to the appropriate level of base command.
2. The commander is defined as the Chief of Supply (Accountable Officer)
3. The Approval Sort Code is as follows:

1	Classified
2	Sensitive
3	Pilferable over \$100
4	Over \$2,500
5	All Others

ATTACHMENT 20A-2

AUTHENTICATION OF INVENTORY ADJUSTMENTS

20A2.1. Inventory Adjustment.

Table 20A2.1. Inventory Adjustment Information.

TYPE ACCOUNT	CATEGORY OF ADJUSTMENT	CERTIFICATION	CERTIFICATION	APPROVAL	CERTIFYING SORT CODE	APPROVAL SORT CODE
COMPUTER SUPPORT BASE (CSB)						
B/E	ALL, LESS DIFM AND IN-USE (SEE NOTE 1)		MGT & SYSTEMS OFFICER	CHIEF OF SUPPLY	E	5
B/E	DIFM PHYSICAL LOSS - CE	CIVIL ENGINEER	OPS SUPPORT OFFICER	CHIEF OF SUPPLY	B	5
B/E	DIFM PHYSICAL LOSS - OTHER		OPS SUPPORT OFFICER	CHIEF OF SUPPLY	C	5
B	DIFM NOT PHYSICAL LOSS		OPS SUPPORT OFFICER	CHIEF OF SUPPLY	F	5
E	DIFM NOT PHYSICAL LOSS		OPS SUPPORT OFFICER	CHIEF OF SUPPLY	G	5
B/E	IN-USE (CUSTODIAN)		MATERIEL MGT OFFICER	CHIEF OF SUPPLY	D	5
B	SPRAM		MATERIEL MGT OFFICER	CHIEF OF SUPPLY	H	5
SATELLITE CATEGORY II/IIA						
B/E	ALL, LESS DIFM AND IN-USE (SEE NOTE 1)		SATELLITE SUPPLY OPS OFFICER	CSB CHIEF OF SUPPLY	E	5
B/E	DIFM PHYSICAL LOSS - CE	CIVIL ENGINEER	SATELLITE SUPPLY OPS OFFICER	CSB CHIEF OF SUPPLY	B	5
B/E	DIFM PHYSICAL LOSS - OTHER		SATELLITE SUPPLY OPS OFFICER	CSB CHIEF OF SUPPLY	C	5
B	DIFM NOT PHYSICAL LOSS		SATELLITE SUPPLY OPS OFFICER	CSB CHIEF OF SUPPLY	F	5
E	DIFM NOT PHYSICAL LOSS		SATELLITE SUPPLY OPS OFFICER	CSB CHIEF OF SUPPLY	G	5
B/E	IN-USE (CUSTODIAN)		SAT MATERIEL MGT OFFICER	CSB CHIEF OF SUPPLY	D	5

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TYPE ACCOUNT	CATEGORY OF ADJUST- MENT	CERTIFICATION	CERTIFICATION	APPROVAL	CERTIFY- ING SORT CODE	APPROVAL SORT CODE
B	SPRAM		MATERIEL MGT OFFICER	CSB CHIEF OF SUPPLY	H	5
SATELLITE - CATEGORY III/IIIA						
B/E	ALL, LESS DIFM AND IN- USE (SEE NOTE 1)		SATELLITE MGT & SYSTEMS OFFICER (SEE NOTE 2)	CSB CHIEF OF SUPPLY	E	5
B/E	DIFM PHYSI- CAL LOSS - CE	CIVIL ENGINEER	SATELLITE CIVIL ENGINEER	CSB CHIEF OF SUPPLY	B	5
B/E	DIFM PHYSI- CAL LOSS - OTHER			CSB CHIEF OF SUPPLY	C	5
B	DIFM NOT PHYSICAL LOSS		SATELLITE SUP- PLY OPS OFFICER (SEE NOTE 2)	CSB CHIEF OF SUPPLY	F	5
E	DIFM NOT PHYSICAL LOSS		SATELLITE SUP- PLY OPS OFFICER (SEE NOTE 2)	CSB CHIEF OF SUPPLY	G	5
B/E	IN-USE (CUS- TODIAN)		SATELLIE MATE- RIEL MGT OFFICER (SEE NOTE 2)	CSB CHIEF OF SUPPLY	D	5
B	SPRAM		MATERIEL MGT OFFICER	CSB CHIEF OF SUPPLY	H	5

(Nonclassified/Nonsensitive Less Than \$2,500.00 or Pilferable Less Than \$100.00)

NOTES:

1. For aviator's breathing Oxygen (NSN 6830-00-808-9531) and Liquid Nitrogen, Technical (NSN 6830-00-285-4769), the allowable loss from 400-5000 gallon tanks is 3 percent of on-hand inventory per day. For smaller tanks, the allowable loss is 5 percent per day. When losses repeatedly exceed these limits, take action, in compliance with the applicable TO, to inspect storage containers. Forward copies of inspection reports, together with recommended corrective action, to the appropriate level of base command.
2. If chart above calls for the operations support officer, the Management and Systems officer is the certifying officer for ANG satellites.

ATTACHMENT 20A-3

AUTHENTICATION OF IDENTITY CHANGES (FCH)

20A3.1. Identity Changes.

Table 20A3.1. Authentication of Identity Changes.

TYPE OF ACCOUNT	CATEGORY OF ADJUSTMENT	CERTIFICATION	APPROVAL	CERTIFYING SORT CODE	APPROVAL SORT CODE
COMPUTER SUPPORT BASE (CSB)					
SATELLITE CATEGORY II/IIA					
B/E	ALL	SATELLITE CHIEF, MATERIAL STORAGE & DISTRIBUTION	SATELLITE CHIEF OF SUPPLY	Y	(SEE NOTE)
SATELLITE CATEGORY III/IIIA					
B/E	ALL	SATELLITE CHIEF, MATERIAL STORAGE & DISTRIBUTION	SATELLITE CHIEF OF SUPPLY	Y	(SEE NOTE)

NOTES:

The Approval Sort Code is as follows:

- | | |
|---|-----------------------|
| 1 | Classified |
| 2 | Sensitive |
| 3 | Pilferable over \$100 |
| 4 | Over \$2,500 |
| 5 | All Others |

ATTACHMENT 20A-4

FREQUENCY OF INVENTORIES

20A4.1. Frequency.

Table 20A4.1. Frequency of Inventories.

	CATEGORY OF PROPERTY	FREQUENCY	NOTE	TYPE RECORD	TYPE ACCOUNT CODE	TYPE REPORT	TYPE BALANCE	REMARKS
1	Fuels	Daily		I/R	P	NGV533	A	See volume 1, part 3, chapter 1, attachment D-1 and section F . Fuels and oil items not listed in attachment D-1 will be type account B.
2	DIFM (out-of-warehouse)	Daily		DIFM	B, E	D23/ NGV905	D	Normal DIFM reconciliation. See chapter 24, section 24A .
3	Investment (as specified by AFMC)	Semi-annual annual		I/R	B, E	NGV533	A	Special inventory. See volume 1, part 1, chapter 6 .
4	Classified	Semiannual	1, 8	All	B, E	R12/ NGV 831 D23/ NGV 905 (UNSER)	A, Q, U, W	See volume 1, part 1, chapter 6 .
5	Sensitive	Semiannual	2, 8	All	B, E	R12/ NGV 831 D23/ NGV 905 (UNSER)	A, Q, U, W	See volume 1, part 1, chapter 6 .
7	MSK	Annual	3	MSK	B	R43/ NGV 876	Q	See volume 1, part 1, chapter 14
8	MRSP Non-EOQ Pilferable and EOQ Items	Annual	3	MRSP	B	R43/ NGV 876	U	See volume 1, part 1, chapter 14
9	IRSP	Annual		IRSP	B	R63/ GV880	W	See volume 1, part 1, chapter 14

	CATEGORY OF PROPERTY	FREQUENCY	NOTE	TYPE RECORD	TYPE ACCOUNT CODE	TYPE REPORT	TYPE BALANCE	REMARKS
10	Weapons	Semiannual	4	All	B, E	Local Program See Section A	B	See text in Section 20A for Inventory Procedures
11	BASS/IEE (BIR Procedures Only)	Mar & Sep	9	I/R	B, E	GV008/ BIR	A	See chapter 23, section 23D
12	Lackland Clothing Account	Annual	10	I/R	B	R12/ GV831	A	See volume 1, part 3, chapter 2 and MAJCOM Supplements
13	Lackland Clothing Account	Mar & Sep	11	Org Record		M18	A	See volume 1, part 3, chapter 2 and MAJCOM Supplements
14	Investment (Other)	Semi-annual Annual	6, 7	I/R, WRM	B, E	R12/ GV831 R17/ GV812 (Unserv)	A, W	Normal cycle or sample inventory. See volume 1, part 1, Chapter 6
15	Expense	Semi-annual Annual	5, 6	I/R, WRM	B	R12/ GV831 R17/ GV812 (Unserv) D23	A, W	Normal cycle or sample inventory. See volume 1, part 1, chapter 6
16	Equipment in Warehouse	Semi-annual Annual	5, 6	I/R	E	R12/ GV831 R17/ GV812 (Unserv)	A	Normal cycle or sample inventory. See volume 1, part 1, chapter 6
17	Supply Point	Semi-annual Annual		Supply Point	B	Q13/ NGV875	P	See chapter 20, Section 20B
18	Pilferable	Annual		I/R	B, E	R12/ NGV831	A	See volume 1, part 1, chapter 6
19	NOCM	Annual		In-Use	E	R14/ NGV902	B	Select applicable organizations. See volume 1, part 1, chapter 18
20	Unserviceable	Quarterly		Detail	B, E, K	D23/ NGV905	E, F, G, J, Z	See volume 1, part 1E, chapter 6 . This inventory includes classified, sensitive, investment, expense, and equipment in-warehouse.

NOTES:

1. Completing the inventory necessary for items 2, 7, 8, and 9 above may also be used to complete the inventory of classified items in the supply points, munitions account, MSK/MRSP, and DIFM details.
2. Complete an inventory of sensitive P coded items during April and October.
3. Conduct an inventory of MSK/MRSP within 10 working days after such items return from deployment or after receipt of a MRSP that is being transferred from another organization. You may use this inventory to satisfy the current semiannual or annual inventory requirements.
4. Conduct the semiannual inventories of weapons, including those on in-use details, during a sensitive inventory. Weapons stored in Air Force Space Commands unmanned Minuteman launch facilities may be inventoried on an annual basis.
5. Using sample inventory procedures, conduct semiannual inventories for investment items not listed as specific categories of property (other), expense items, and equipment items in the warehouse. If a sample inventory fails, conduct a cycle inventory within 90 days for the entire warehouse lot that failed to pass.
6. If the Chief of Supply makes such a request, then use normal complete inventory procedures to conduct annual inventories for investment items (other), expense items, and equipment items in the warehouse.
7. It is the responsibility of the using organization to conduct the inventory of classified and sensitive assets on in-use details.
8. The word ALL under the category TYPE RECORD refers to the item record and accountable details (Firm DIFM, Supply Point, WRM, MRSP, MSK).
9. Conduct a semiannual or annual inventory for all items coded in B and E accounts and line item accounting BASS/IEE.
10. Normal warehouse validation and cycle inventory scheduling will apply.
11. The purpose is to validate the value of property physically located in the initial issue outlet with end-of-period figure reflected on the Stock Fund Inventory Management Report (M18).

ATTACHMENT 20B-1

INVENTORY PARAMETER

20B1.1. Purpose. To select the location and/or categories of property within type stock record account code and/or within system designator for which inventory images (CIC inventory records) are desired. Property with a type stock record account code P or an issue exception flag equal to 3 or 6 will not be selected.

20B1.2. Image Destination. CIC-1RS-EIC-INVENTORY (532) database record.

20B1.3. Input. See Inventory Count File (R12/NGV831), chapter 6, [attachment 6B-12](#).

20B1.4. Image Format.

NOTES:

When more than one select option is requested in the image format, the records selected must meet all options requested.

Table 20B1.1. Image Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-4	4	Blank	
5	1	Controlled Item Code	Note 1
6	1	Blank	
7-9	3	ERRCD	Note 2
10	1	Blank	
11-15	5	Date of Last Transaction	Note 3
16	1	Blank	
17-21	5	Date of Last Inventory	Note 4
22	1	Blank	
23-33	11	Warehouse Location FROM	Note 5
34	1	Blank	
35-45	11	Warehouse Location TO	Note 5
46	1	Blank	
47	1	Stand-Alone DOLI Option 0 bal/0 loc	Note 6
48-61	1	Blank	
62	1	Blank	
63	1	Blank	
64-65	2	System Designator	MANDATORY
66	1	Blank	
67	1	Inventory Backout	Note 7
68	1	Hand-Held Terminal Data File	Note 8

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
69-73	5	Inventory Deadline Date	Note 9
74-80	7	Blank	

NOTES:

1. To inventory by controlled item code (CIC), enter one of the following selections:
 - a. To select pilferable items, enter a period (.) in position 5. This will select items with a CIC equal to I, J, M, N, P, V, W, X, Y, Z, and (*).
 - b. To select sensitive items, enter a slash (/) in position 5. This will select items with a CIC equal to 1, 2, 3, 4, 5, 6, 8, 9, Q, and R, and \$.
 - c. To select classified items, enter a dash (-) in position 5. This will select items with a CIC equal to A, B, C, D, E, F, G, H, K, L, O (alpha), S, and T.
 - d. To select noncontrolled items, enter a U or 7 in position 5.
 - e. To select a particular pilferable, sensitive, or classified item, enter the applicable CIC in position 5.
 - f. To select both sensitive and classified items, enter a plus (+) in position 5.
2. To inventory by ERRCD, enter one of the following selections:
 - a. To select all expense items (XB3 or XF3), enter EOQ in positions 7-9.
 - b. To select all repair cycle investment items (XD(x)), enter RCI in positions 7-9.
 - c. To select all equipment investment items (ND/NF), enter EQP in positions 7-9.
 - d. To select a particular ERRCD, enter the applicable ERRCD in positions 7-9.
3. To inventory by DOLT, enter the applicable DOLT. This will select item records with a DOLT equal to or less than the DOLT entered. This option may be by itself or in conjunction with any other parameter option.
4. To inventory by DOLI, enter the applicable DOLI. This will select item records with a DOLI equal to or less than the DOLI entered. This option may be by itself or in conjunction with any other parameter option. When used by itself, if the item record DOLI is equal to or less than the requested DOLI and has a zero balance and blank warehouse location, the item record is updated with the current date as the DOLI. When used in conjunction with another option, the selected record DOLI must be equal to or less than the requested DOLI and the selected record must be equal to the other requested option(s).
5. To inventory by warehouse location, enter the beginning warehouse location in positions 23-33. Enter the ending location in positions 35-45. The beginning warehouse location must be lower than the ending warehouse location. When the DOLI option is used with the warehouse location option, item records with a zero balance and blank warehouse location will not be updated with a new DOLI.
6. To inventory only the items with no warehouse location and zero balance, enter a dash (-) in position 47. Other options may not be used with this option. The item record is updated with the current date as the DOLI.

7. To delete CIC images and remove the freeze code C from the item records, enter a dash (-) in position 67. The parameter input must be the same as the one used to create the CIC images. This option may be used with any parameter. However, if an option other than warehouse selection is used, all other inventories in progress must be completed before input of the parameter format. The warehouse location is mandatory in the backout option.
8. Enter a dash (-) in position 68 to create a data file of CIC-INVENTORY (532) records to allow direct load to HHTs.
9. Enter the Julian inventory deadline date (date physical count will begin) in positions 69-73. The difference between this date and the SBSS processing date must not exceed 6 days. This restriction does not apply to storage distribution point inventories.

ATTACHMENT 20B-2

INVENTORY COUNT FORMAT (CIC/EIC)

20B2.1. Purpose. To conduct the inventory of supplies and equipment. This format is produced as a result of processing the cycle inventory programs (R07, R12, R14, R17, R21, R25, R34, R43, R50, R52, R53, R63, and the Q13).

20B2.2. Input Restrictions. Inputs are automatically created when an item record controlled item code is upgraded.

20B2.3. Output Destination. RPS/main system or satellite when the satellite has a terminal.

20B2.4. Input Format and Entry Requirements.

Table 20B2.1. Input Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	TRIC	CIC/EIC Note 1
4-18	15	Stock Number	
19-20	2	System Designator	
21-28	8	Physical Count Quantity	Notes 2, 3
29-31	3	Detail Record Number	Note 4
32-45	14	Detail Document Number	Note 5
46	1	LOGMARS Image	Note 6

NOTES:

1. The CIC formats are output by the Complete Inventory programs (R43), the Supply Point Program (Q13), and the WCDO/IRSP List (R07). The EIC formats are output by the CA/CRL Program (R14).
2. Before input, physical count quantity must be entered into positions 21-28.
3. The phrase SN CHG appears in this field on inventory count formats created as a result of a stock number change/merge, which is also an upgrade of controlled item codes.
4. Enter the three-position number of the detail to be inventoried. Leave blank for item record.
5. For all details, the document number must be in positions 32-45. Leave blank for item record.
6. This field is designated for PC LOGMARS processing only. When receiving a CIC IMAGE from PC LOGMARS it will contain a constant L in position 46.

ATTACHMENT 20B-3

INVENTORY RECOUNT FORMAT (IRC)

20B3.1. Purpose. To conduct a recount during the inventory of supplies and equipment. This format/record is produced as the result of reinput of the inventory count format/record (CIC/EIC) when the record balance does not agree with the count quantity.

20B3.2. Input Restrictions. Pseudo or any terminal based on system designator and user-ID/password.

20B3.3. Output Destination. RPS/main system or satellite, when the satellite has a terminal.

20B3.4. Format and Entry Requirements. Screens 1DL/435 and 1WL/426 automatically display the RCI/444 screen for actual processing of the inventory (see [Attachment 20B-5](#)) or input the IRC on a blank screen using the following format:

Table 20B3.1. Input Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	TRIC	IRC
4	1	Type Adjustment	Constant C
5-19	15	Stock Number	
20-21	2	System Designator	
22-29	8	Quantity	Note 1
30-31	2	Recount/Research	Note 2
32-34	3	Detail Record Number	Note 3
35-48	14	Document Number	Note 4
49	1	TEX Code	Note 5
50	1	Materiel Condition Code	Note 6

NOTES:

1. Before input, enter the recount quantity into positions 22-29.
2. Positions 30-31 will contain RC when the CIC quantity does not equal the record balance. This indicates recount only. When the IRC with RC in positions 30-31 is processed, the computer compares IRC quantity to the record balance. If the quantities are unequal and the automatic adjustment criteria are not met, the computer will produce a new IRC with AR in positions 30-31 to indicate additional research is required. Reinput of the IRC with AR in positions 30-31 will adjust the record balance and update the applicable inventory accuracy records.
3. Input the detail record number to be inventoried.
4. For all details, enter the document number in positions 35-48.
5. Before input, if applicable, enter the following TEX:

TEX B Controlled Item Code change

TEX D	Inventory of deployed MSK/IRSP asset(s)
TEX F	Loss of liquid products due to temperature and handling variance. Inventory Accuracy Record is updated.
TEX G	Major loss due to acts of God, major disasters, fire, or wartime.
TEX S	Loss is due to suspected theft
TEX Z	Loss is due to shrinkage or deterioration
TEX 8	Do not release due-outs

6. Position 50 will contain the materiel condition code (E, F, G, H, J, K, L, Q, R, or W) for SC&D processing.

ATTACHMENT 20B-4

GENERAL OPERATION OF THE HAND-HELD TERMINAL (HHT)

20B4.1. Purpose. To explain how to use the HHT to transfer in-warehouse data to the host 1100/60 computer.

20B4.2. Loading GVIRLB. Inventory/warehouse personnel will load the GVIRLB program to the HHT using the DEMAND through TIP sign-on procedures:

20B4.2.1. Sign onto TIP.

20B4.2.1.1. Enter @@ RSI.

20B4.2.1.2. Enter User-ID/Password (make sure you have an SOE) and transmit.

20B4.2.1.3. Enter Project-ID and transmit.

20B4.2.1.4. System is in DEMAND mode.

20B4.2.1.5. The SBSS Screen Menu will display only applications authorized by your User-ID based on the SBSS Terminal Security file.

20B4.2.1.6. Process your screen(s) updates.

20B4.2.1.7. Process option "Terminate Process", which will automatically process the @FIN command.

NOTE: See [part 4](#), for further explanation of this process.

20B4.3. Entering Data. Once program GVIRLB is loaded into the hand-held terminal and the TRIC prompt is entered for the type data records to be collected, then the operator follows the program prompts on the HHT screen. To enter data, the operator may use either the BCRDR or the keyboard. The program controls the data entry by displaying prompts on the display screen. These prompts request data in a particular order until the memory is full, or the operator is through collecting data.

20B4.4. Using the BCRDR. The operator points the BCRDR at the bar code label and pulls the trigger.

NOTE: The red laser beam must be centered on the bar code, and the BCRDR must be within eight inches of the bar code label. When the HHT reads the label it emits a single beep and displays the next prompt on the display screen.

20B4.4.1. BCRDR cannot read the label. If the BCRDR cannot read the label, it emits multiple beeps and momentarily flashes an error message on the display screen to indicate incorrect data entry. The error message is immediately followed by the prompt: DO YOU WANT A LABEL Y/N? The operator must press the letter Y key or the letter N key to continue.

20B4.4.2. When the letter Y key is pressed followed by the ENTER key, the HHT requests a new label. When the letter N key is pressed followed by the ENTER key, no label is requested. After pressing Y or N, the HHT then displays the same prompt to be read again.

20B4.4.2.1. If the label cannot be read a second time, the same prompts mentioned above appear.

NOTE: If the operator requested a label for the location being read, the prompt for a new label does not appear again.

20B4.4.2.2. The operator must enter the correct data from the keyboard. To enter data from the keyboard, first press the appropriate keys. Then press the ENTER key. A single beep indicates that the unit accepted the data. Multiple beeps mean that the data was not accepted.

NOTE: All manual entries must be followed by pressing the ENTER key.

20B4.4.3. To backspace, to review a change or a prior record's data field, enter a dash (-) in the first position of the current stock number data field. Then press ENTER. (This DOES NOT change the current stock number.) The screen displays the last prior record's stock number.

20B4.4.3.1. To change the prior records stock number, enter all 15 positions of the correct stock number and press ENTER. The screen now displays the record's warehouse location. If it is correct, press ENTER. If it is not, enter the correct data and press ENTER. Once the selected record is reviewed or corrected, the screen briefly displays the RECORD UPDATED message. The program then displays the stock number of the record immediately before the one just reviewed or updated. This reviewing of records can continue until the first full record in the HHT's memory is displayed.

20B4.4.3.2. To return to the point at which the review began, enter the percent sign (%) in the first position of the stock number data field. Then press ENTER. The screen now displays the prompt for the next available location's stock number entry.

20B4.4.4. To erase a previously entered record, press the letter D for deletion) and then the ENTER key. The screen first displays the RECORD DELETED message for a few seconds, and then displays the stock number of the record just before the one deleted. The program logic is essentially the same as that used to review or correct records. Pressing the percent (%) key and the ENTER key returns you to normal processing at the point where the review began and displays a prompt for the stock number of the next location to be entered.

20B4.5. Terminating the Program. To terminate the program once data have been collected, the operator enters the appropriate end-of-file sentinel as follows:

20B4.5.1. A dollar (\$) sign indicates that all the data for the inventory have been collected.

20B4.5.2. A plus sign (+) indicates that only a portion of the data have been collected (for example, when the HHT's memory is full) and must be uploaded to the host computer (1100/60).

CAUTION: The operator must be sure to enter the appropriate end-of-file sentinel because the plus sign (+) allows the HHT's data to be transferred to a disk file on the host computer, where the data remains suspended (unprocessed until the dollar (\$) sign is entered). Using the plus (+) sign is not recommended as a normal operating procedure. However, DO NOT use the dollar (\$) sign as an end-of-file sentinel if all data scheduled for the current inventory are not collected. The dollar (\$) sign tells the program to begin processing the data. Since the program does not know about uncollected data, its output is incorrect and makes mismatches of unmanageable volume possible.

20B4.6. Entering Terminal Mode. Entering either the dollar (\$) sign or the plus (+) sign as an end-of-file sentinel places the HHT in terminal mode. When either sign is entered in the first position of the stock number field followed by ENTER, the IRL program's prompt is one of the following questions:

END OF FILE = \$ (on the top line) and CORRECT? (Y/N) (on the second line)

END OF FILE = + (on the first line) and CORRECT? (Y/N) (on the second line) A

20B4.6.1. To end the collection of data, the operator enters Y and presses ENTER.

20B4.6.2. To continue entering data or to enter the correct end-of-file sentinel, the operator must enter N and press ENTER. The N (for NO) permits the operator either to continue collecting data since the screen displays a new prompt for the next input stock number, or to enter the correct end-of-file sentinel to terminate the collection process.

20B4.7. Uploading the Data. Once inventory personnel have collected the data, upload it to the host computer (U2200/400) using a specially configured LOGMARS UTS-40.

ATTACHMENT 20B-5

PROCESSING COUNT/RECOUNT IMAGES THRU THE UTS-40 VDU

20B5.1. Purpose. To explain how to process inventory count/recount images using the 1DL, 1WL, and RCI screens.

20B5.2. 1DL and 1WL Screens. Both the 1DL and 1WL screens are used to 1) identify the parameters of the inventory, 2) identify the TRIC to be processed, and 3) call the RCI screen to do the actual processing of the inventory.

20B5.2.1. 1DL/435 screen. The 1DL/435 screen is used to process detail inventories. The 1DL/435 can be started by entering #1DL or #435 to call up the screen. Then do the following:

20B5.2.1.1. Enter the TRIC.

20B5.2.1.2. Enter the organization and shop code. (Only one shop or organization code per input. The beginning organization and shop code must be the same as ending organization and shop code. This information will be in the 531-CALC-KEY or 533-CALC-KEY.)

20B5.2.1.3. Enter the three-position record number of the detail to be inventoried. (201-AUTHORIZED-IN-USE, 218-SUPPLY-POINT, etc.)

20B5.2.1.4. Enter the system designator.

20B5.2.1.5. Press the XMIT key.

20B5.2.2. 1WL/426 screen. The 1WL/426 is used to process complete, sample and type account code K (munitions) inventories. 1WL/426 processing can be started by entering #1WL or #426 to call up the screen. Then do the following:

20B5.2.2.1. Enter the TRIC (CIC, IRC, 1RS, or 1RR).

20B5.2.2.2. Enter the beginning and ending locations of area to be inventoried.

20B5.2.2.3. Enter the system designator.

20B5.2.2.4. Press the XMIT key.

20B5.3. RCI Screen. The RCI screen is displayed automatically when the 1DL or 1WL screen is processed. This screen will provide all the information for the first CIC image, and the cursor will appear at the count quantity. Enter the quantity counted. (Leading zeros are not required since the program automatically places zeros in all leading positions. If the count is zero, then enter one zero only.)

20B5.3.1. The CIC processing sequence. The CIC image is passed to program D532 for on-line processing, and then the next CIC image is output on an RCI screen. This process is repeated until all CIC images are processed. (If you desire to interrupt the CIC process, enter an asterisk (*) in the first position of the quantity field of the RCI screen.) The computer produces an F082 management notice that indicates the inventory is not completed. (If you desire to skip a screen without update, enter a B in the first position of the quantity field for each screen you wish to skip.) The computer processes CIC images as follows:

20B5.3.1.1. Quantity matches item record balance. If the count quantity matches the item record balance, the computer deletes the CIC-IRS-EIC image (531 and 532 records) from the database, removes the freeze code, and updates the DOLI.

20B5.3.1.2. Quantity does not match item record balance. If the quantity does not match the record balance, the computer creates an IRC/IRR (533 and 534 records) with RC (recount/research indicator), indicating that recount and reprocessing are required. The computer also produces a notice with the IRC/IRR image from the database.

20B5.3.1.3. When CIC images are processed, the last CIC image within the parameter image is processed the system returns a blank 1DL or 1WL screen.

20B5.3.2. Recount record (IRC) processing. Repeat the process of using the 1DL or 1WL screen to call the RCI screen. The RCI screen provides all the information for the first IRC image. The cursor will appear in the count quantity field of RCI screen. Enter the quantity counted; if zero, enter just one zero. Leading zeros are not required in quantity field.

20B5.3.2.1. Recount quantity matches item record balance. If the IRC quantity matches the record balance, the computer deletes the IRC (534 record) image from the database, removes the freeze code, and updates the DOLI.

20B5.3.2.2. Recount quantity does not match item record balance. If the recount does not match the count balance, and the item does not fall under the automatic adjustment criteria, the program prints an F105 MGT notice at the input device. In addition, the IRC image is updated with AR in the research indicator field to indicate that additional research is required.

20B5.3.2.3. Completion of inventory count. When the item falls under automatic adjustment criteria or the IRC image contains an AR (recount/research indicator) the applicable record is updated upon input of count quantity. When the last IRC is processed, the computer will give a completion notice showing the parameter that was inventoried. All inventory records for parameter must be processed to get the completion notice.

ATTACHMENT 20C-1

SPECIAL INVENTORY INPUT (IRC)

20C1.1. Purpose. To process special inventories as described in [Section 20C](#).

20C1.2. Input Restrictions. Pseudo or any terminal based on system designator and user-ID/password.

20C1.3. Output. See Special Inventory Notice ([Attachment 20C-3](#)).

20C1.4. Format and Entry Requirements. Screen SRC/443

Table 20C1.1. Input Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	TRIC	IRC
4	1	Type Adjustment Code	Constant S
5-19	15	Stock Number	
20-21	2	System Designator	
22-29	8	Quantity	Notes 1, 2
30-31	2	Blank	
32-34	3	Detail Record Number	Note 3
35-48	14	Document Number	Note 4
49	1	TEX Code	Note 5
50	1	Materiel Condition Code	Note 6

NOTES:

1. The following information applies.
 - a. For DIFM adjustments, Repair Cycle Support enters the count quantity.
 - b. For type account code B or E adjustments, Inventory completes this field. **CAUTION:** This field cannot be blank.
2. If DIFM count outputs are created from a stock number change/merge (which also upgrades the controlled item code), the phrase SN CHG appears in the count quantity field.
3. Input the detail record number to be inventoried.
4. The following information applies.
 - a. If the type balance code is A, leave positions 35-49 blank.
 - b. If the type balance code is other than A, enter the specific document number of the detail inventoried.
5. Before input, if applicable, enter the following TEX:

TEX A Animal Euthanasia, DD Form 1745

TEX B Controlled Item Code change

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TEX C	Statement of Charges/Cash Collection Voucher, DD Form 362
TEX D	Inventory of deployed MSK/IRSP asset(s)
TEX E	Erroneous inventory or accounting adjustment
TEX F	Loss of liquid products due to temperature and handling variance
TEX G	Major loss due to acts of God, major disasters, fire, or wartime
TEX I	Physical loss of DIFM assets (not chargeable to the Chief of Supply)
TEX K	Death of a Military Dog, DD Form 1743
TEX L	Used when processing a special inventory because of assets found on base. Do not release due-outs (same as TEX 8)
TEX M	Military Pay Order, DD Form 114
TEX N	Transportation Discrepancy Report, Discrepancy in Shipment, SF Form 361
TEX P	Adjustment caused by warehouse refusal; due-out release stopped
TEX Q	Request for Issue/Turn-in, DD Form 1150, or Single Line Item Release/Receipt Document, DD Form 1348-1A, when signed and certified according to volume 1, part 1, chapter 10 and chapter 11
TEX R	Financial Liability Investigation of Property Loss, DD Form 200
TEX S	Loss is due to suspected theft
TEX T	Adjustment due to item being lost in transportation or receiving channels
TEX U	Inventory adjustment of unserviceable detail assets
TEX V	Cash Collection Voucher, DD Form 1131
TEX W	Report of Discrepancy/Supply Discrepancy Report, SF Form 364
TEX X	Destroy flags, pennants, guidons, and streamers
TEX Z	Loss is due to shrinkage or deterioration
TEX 8	Do not release due-outs
TEX /	DIFM adjustment chargeable to the Chief of Supply

6. Position 50 will contain the materiel condition code (E, F, G, H, J, K, L, Q, R, or W) for SC&D processing.

ATTACHMENT 20C-2

SPECIAL INVENTORY INTERROGATION INPUT (1GP)

20C2.1. Purpose. To assign freeze code I, produce inventory recount outputs (IRCs) and produce an output notice (see [Attachment 20C-3](#)) containing the asset, detail, and history information pertinent to the type of inventory requested. The activity requesting the special inventory prepares and processes the special inventory interrogation input.

20C2.2. Input Restrictions. Pseudo or any terminal based on system designator and user-ID/password. If you do not use the return-to-input function, the output goes to function 80 (inventory) terminal. If you use a satellite function for the input, the output is returned to that function.

20C2.3. Output. See Special Inventory Notice ([Attachment 20C-3](#)).

20C2.4. Input Format and Entry Requirements. Screen 1GP/159

Table 20C2.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Transaction Identification Code	1GP
4	1	Blank	
5	1	Return to Input Function	Note 1
6	1	Materiel Condition Code	Note 6
7	1	TEX	Note 2
8-22	15	Stock Number	
23-24	2	System Designator	
25-26	2	Blank	
27-40	14	Detail Request	Notes 3, 5
41-80	40	Requester and Justification	Note 4

NOTES:

1. The following information applies.
 - a. If the output is to be returned to the input function, then enter an R.
 - b. If this field is blank, the output will go to function 80 (Inventory Terminal). If function 80 is marked down the output will default to the RPS/main terminal.
2. Enter an alpha, numeric, or blank for the input TEX. Entering a TEX continues the TEX into the output inventory recount format (IRC).
3. Specify the 14-digit detail document number (27-40) or 3-digit detail number (up to four detail numbers can be entered in positions 27-38) or ALL (to select ALL details linked to stock number in positions 27-29). Detail numbers that may be used are: 201-AUTHORIZED-IN-USE, 203-DUE-IN-FROM-MAINTENANCE, 204-UNSERVICEABLE-DETAIL, 218-SUPPLY-POINT, 225-SPRAM-DETAIL, 230-MUNITIONS-WRM-SPARES, 232-MSK-DETAIL, 233-SPECIAL-SPARES, 234-HPMSK-DETAIL, 237-NON-AIRBORNE-MRSP-DETAIL, 238-WEAPONS-

TRAINING-SPARES, 239-AIRBORNE-MRSP-DETAIL, 240-WRM-IRSP-SPARES-DETAIL, 241-WRM-WCDO-SPARES-DETAIL. To freeze just the item record, leave blank.

4. Enter the requester's name and justification for the special inventory. For FOB assets, also enter FOB and the organization/shop code where the FOB originated.
5. Enter DELETE ALL in positions 27-36 to delete all 533 and 534 inventory records and remove the freeze from all details and item records for the input stock number.
6. Position 6 will contain the materiel condition code (E, F, G, H, J, K, L, Q, R, or W) for stock control and distribution processing.

ATTACHMENT 20C-3

SPECIAL INVENTORY NOTICE

20C3.1. Purpose. To provide a notice with the data necessary to complete a special inventory.

20C3.2. Output Destination. RPS main system or terminal.

20C3.3. Input. See Special Inventory Input and Special Inventory Interrogation Input ([attachments 20C-1](#) and [Attachment 20C-2](#)).

20C3.4. Output Format.

Table 20C3.1. Output Format.

PRINTLINE	NO POS	FIELD DESIGNATION	NOTES
1	80	INPUT IMAGE	Notes 2,
	37	DISTRIBUTION: SD XX INVENTORY	
3	62	U/I XX PRICE XXXXXXXXX ERRC XXX	
		SZ X DOLT XXXX WHSE XXXXXXXXXXXXX	
4	70	BALANCES: SER XXXXXX O/A XXXXXX DOLI XXXX ISG XXXX (nomenclature, 19 positions)	
5	80	DETAILS:	
6	74	TYPE X DOC # XXXXXXXXXXXXXXXX BAL XXXXX COND X LOCATION XXXXXXXXXX DOLT XXXX	Note 1

NOTES:

- The COND field designation for line 6 is as follows:
 - DIFM Details--Condition code or status flag.
 - All other details--Type detail.
- When the output notice is the result of a 290 reject, the document number appears in print positions 55-68, and the terminal function appears in print positions 70-71 of line 1.

ATTACHMENT 20D-1

SAMPLE INVENTORY COUNT FORMAT (1RS)

20D1.1. Purpose. To conduct a sample inventory of supplies and equipment. This format is produced as a result of processing program R17/NGV812.

20D1.2. Input Restrictions. Any terminal based on system designator and user-ID/password.

20D1.3. Output Destination. RPS/main system or satellite when the satellite has input capability.

20D1.4. Input Format and Entry Requirements. 1WL/426 SCREEN (see [Attachment 20B-5](#)) or input the 1RS/1RR on a blank screen using the following format:

Table 20D1.1. Input Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	TRIC	1RS/1RR
4-18	15	Stock Number	
19-20	2	System Designator	
21-28	8	Blank/Count Quantity	Note 1
29	1	Inventory Code	Note 2
30-31	2	Recount/Research Code	Note 3
32-34	3	Detail Record Number	Note 4
35-48	14	Document Number	Note 5

NOTES:

1. Before input, enter the physical count quantity in positions 21-28. Put zeros before the quantity if necessary.
2. The computer takes the alpha code from the applicable sample inventory accuracy suspense record and places it in the item record DOLI field. **CAUTION:** Reject occurs if the input and item record do not agree.
3. This position will be blank for the 1RS input.
4. 240 (WRM/IRSP -War Reserve Material/Initial Readiness Spares Parts Kit) or 241 (WRM/WCDO - War Reserve Material/War Consumable Distribution Objective).
5. Enter the document number in positions 35-48.

ATTACHMENT 20D-2

SPECIAL INVENTORY RECOUNT MANAGEMENT NOTICE

20D2.1. Purpose. To provide a notice that a recount of a sample inventory is required. The computer returns this notice to the input function when the quantity in the count format is unequal to the item record/detail record.

20D2.1.1. The first line will be the input image of the 1RD count format. A recount output will be produced in the same format as the input 1RS with the following exceptions: (1) the TRIC will be changed to 1RR; (2) the quantity in positions 21-28 will be blank; and (3) positions 30-31 will contain RC to indicate recount only.

20D2.1.2. When the 1RR with RC in positions 30-31 is processed, the 1RR quantity is compared to the record balance.

20D2.1.3. If the quantities are unequal and the automatic adjustment criteria is not met, a new 1RR is produced with AR in positions 30-31 to indicate that additional research is required.

20D2.1.4. Reinput of the 1RR with AR in positions 30-31 will adjust the record balance and update the applicable inventory accuracy records.

20D2.2. Output Restrictions. RPS/main system.

20D2.3. Input. See Sample Inventory Count Format ([Attachment 20D-1](#)).

20D2.4. Output Format.

Table 20D2.1. Output Format.

PRINT LINE	NO POS	FIELD DESIGNATION	NOTES
1	1-80	INPUT IMAGE	Notes 1, 2
2	1-56	Constant - RECOUNT	
	REQUIRED - - -		
	REINPUT AFTER RECOUNT		
	WITH TRIC 1RR		

NOTES:

1. The first line is the input image of the 1RS count format.
2. If you use this notice for the recount input, then change the TRIC to 1RR and change the quantity in positions 21-28 to reflect the recount quantity.

ATTACHMENT 20D-3

SAMPLE INVENTORY COMPLETION NOTICE (1CT)

20D3.1. Purpose. To provide a notice that a sample inventory has been completed. Attach a copy of the completion notice to the count listing. Verify data against the appropriate M10 listing.

20D3.2. Output Destination. RPS/main system or terminal. This document is output inline at the time the last count/recount input is processed.

20D3.3. Input. See Sample Inventory Count Format ([Attachment 20D-1](#)) and Sample Inventory Recount Management Notice ([Attachment 20D-2](#)).

20D3.4. Output Format.

Table 20D3.1. Output Format.

PRINT LINE	POS	FIELD DESIGNATION	REMARKS
1	1-3	Transaction Identification Code	1CT
	4-7	Blank	
	8-14	Constant FORWARD	
	15	Blank	
	16-17	Constant TO	
	18	Blank	
	19-27	Constant INVENTORY	
	28	Blank	
	29-35	Constant ELEMENT	
	36-45	Blank	
	46-51	Constant SYSTEM	
	52	Blank	
	53-62	Constant DESIGNATOR	
	63	Blank	
	64-65	System Designator	
	66-80	Blank	
2	1-34	Constant SAMPLE INVENTORY COMPLETION NOTICE	
	35-36	Blank	
	37-42	Sample Inventory Serial Number	
	43-44	Blank	
	45-58	Constant DATE	
	49	Blank	
	50-58	Calendar Date	
	59	Blank	

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PRINT LINE	POS	FIELD DESIGNATION	REMARKS
	60-73	Constant SAMPLE	
	74	Blank	
	75-80	Term PASSED or FAILED	
3	1-13	Constant WHSE LOC FROM	
	14	Blank	
	15-25	Warehouse Location From	
	26-27	Blank	
	28-38	Constant WHSE LOC TO	
	39	Blank	
	40-50	Warehouse Location To	
	51	Blank	
	52-55	Constant DATE	
	56	Blank	
	57-60	Julian Date of Inventory	
	61	Blank	
	62-65	Constant CODE	
	66	Blank	
	67	Inventory Code	A through L
	68	Blank	
	69-71	Constant S/D	
	72	Blank	
	73-74	System Designator	
	75-80	Blank	
4	1-18	Constant TOT ERRORS ALLOWED	
	19-21	Blank	
	22-25	Total Errors Allowed	
	26-27	Blank	
	28-43	Constant TOT ERRORS ACCUM	
	44-46	Blank	

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PRINT LINE	POS	FIELD DESIGNATION	REMARKS
	47-50	Total Errors Accumulated	
	51-52	Blank	
	53-67	Constant RCDS W/FRZ CODE	
	68-70	Blank	
	71-74	Number of Records with Freeze Code at Time of Inventory. (These records not considered in sample.)	
	75-80	Blank	
5	1-20	Constant RCDS W/WHSE LOC: RPC	
	21-23	Blank	
	24-27	Repair Cycle Records with a Warehouse Location	
	28	Blank	
	29-31	Constant EOQ	
	32-34	Blank	
	35-38	EOQ Records with a Warehouse Location	
	39	Blank	
	40-42	Constant EQP	
	43-45	Blank	
	46-49	Equipment Records with a Warehouse Location	
	50	Blank	
	51-53	Constant TOT	
	54-56	Blank	
	57-60	Total Records with a Warehouse Location	
	61-80	Blank	
6	1-20	Constant TOT Sample CDS: RPC	
	21-23	Blank	
	24-27	Total Repair Cycle Sample Inventory Inputs Processed	
	28	Blank	
	29-31	Constant EOQ	
	32-34	Blank	
	35-38	Total EOQ Sample Inventory Inputs Processed	
	39	Blank	
	40-42	Constant EQP	
	43-45	Blank	
	46-49	Total Equipment Sample Inventory Inputs Processed	
	50	Blank	
	51-53	Constant TOT	
	54-56	Blank	

PRINT LINE	POS	FIELD DESIGNATION	REMARKS
	57-60	Total Sample Inventory Inputs Processed	
	61-80	Blank	
7	1-20	Constant TOT ERRORS: RPC	
	21-23	Blank	
	24-27	Number of Repair Cycle Errors	
	28	Blank	
	29-31	Constant EOQ	
	32-34	Blank	
	35-38	Number of EOQ Errors	
	39	Blank	
	40-42	Constant EQP	
	43-45	Blank	
	46-49	Number of Equipment Errors	
	50	Blank	
	51-53	Constant TOT	
	54-56	Blank	
	57-60	Total errors	
	61-80	Blank	
8	1-14	Constant RCDS RECOUNTED	
	15-17	Blank	
	18-21	Number of Records Requiring Recount	
	22-23	Blank	
	24-42	Constant NBR WRM DET COUNTED	
	43-47	Blank	
	48-51	Number of WRM Details Counted	
	52	Blank	
	53-69	Constant NBR of WRM ERRORS	
	70-75	Blank	
	76-79	Number of WRM Detail Errors	
	80	Blank	
9	1-16	Constant EOQ ERS < \$100	
	17	Blank	
	18-21	Number of EOQ Errors \$100 or less	
	22-23	Blank	
	24-44	Constant NBR WRM DET RECOUNTED	
	45-47	Blank	
	48-51	Number of WRM Details Recounted	
	52	Blank	
	53-72	Constant NBR WRM DET REVIEWED	

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PRINT LINE	POS	FIELD DESIGNATION	REMARKS
	73-75	Blank	
	76-79	Number of WRM Details Reviewed	
	80	Blank	

ATTACHMENT 20D-4

SAMPLE INVENTORY CHART

20D4.1. Purpose. The sample inventory is designed so that 95 percent of the time more than 85 percent of all items within a lot have accurate record balances. The sampling plan is based on appropriate tables in MIL-STD-105D. An important part of the sample inventory is verifying the physical count and recording accuracy of the count formats.

Table 20D4.1. Sample Inventory Chart.

LOT SIZE	SAMPLE SIZE	STATISTICAL CONFIDENCE LEVEL OF REC BAL	ERRORS CAUSING REJECT OF SAMPLE INV	ERRORS COUNT FOR MATS TO BE VERIFIED	CAUSING REJECT OF COUNT FORMAT ACCURACY
* 151-200	32	86.0%	2	8	1
281-500	50	85.2%	4	8	1
501-1200	80	87.3%	6	13	1
*1201-3200	125	86.4%	11	20	1

NOTE: If the lot size is less than 151 or greater than 3200, the program rejects the input parameter format.

ATTACHMENT 20E-1

AF FORM 2005, INVENTORY OVERAGE DOCUMENT (TRIC: IOD)

20E1.1. Purpose. To adjust accountable records when an overage exists on the inventory of in-use/in-place equipment. Inventory or the off-base custodian completes AF Form 2005.

20E1.2. Input Restrictions. None.

20E1.3. Output. None.

Table 20E1.1. Input Format And Entry Requirements.

POS	NO POS	FIELD DESIGNATION	NOTES
Block	A	Name of Requester Time/Date	
Block	J	Signature of Custodian	Note 1
1-3	3	Transaction Identification Code	
4-7	4	Blank	
8-22	15	Stock Number	
23-24	2	Unit of Issue	
25-29	5	Quantity Over	
30-43	14	Document Number	Notes 2, 3
44-80	37	Blank	

NOTES:

1. The custodian's signature is not required when the custodian discovers the overage.
2. The activity code is E in position 30. The account and shop code in positions 31-35 is listed on the CA/CRL. Put the current Julian date in positions 36-39.
3. The following information applies:
 - a. If the item is not listed on the CA/CRL, the serial number (positions 40-43) is left blank. The EMS assigns a serial number to establish an authorized/in-use detail record for these items.
 - b. If the overage item is already on the custodian's account, enter the serial number from the CA/CRL.

ATTACHMENT 20F-1

DOWNLOADING USING INFOCONNECT “DATAEXPRESS”

20F1.1. Purpose. To download data files from the SBLC onto a floppy disk or onto the hard drive for use in a PC program.

20F1.2. Procedures for Downloading. Once you are in the Windows environment, click on the “Start” button, then “Programs”, “InfoConnect” and “DataXpress”:

20F1.2.1. Take the cursor to the top-line menu, and select “File”, then “Mini-Terminal”. Once the demand page comes up, use these steps to open up you session:

“\$\$OPEN XXXX” <TRANSMIT>

“PASSWORD” <TRANSMIT>

(Clear screen once your password has been excepted)

<TRANSMIT>

“ACCT. INDEX (1-5) = X <TRANSMIT>

<TRANSMIT>

When the SOE comes up, use “IPF” to ensure that there is something in that file.

Click on the “CLOSE” option to close the session

20F1.2.2. Go back to the top-line menu and click “Transfer”, then “download host file back to Micro”.

Enter the Host file name

Enter the Micro file name

20F1.2.3. Click on “option” and make sure the only blocks checked are “Add carriage returns to line feeds” and “Add MS-DOS end-of-file character”.

20F1.2.4. The download is completed when you see 100% completed on the screen.

20F1.3. Configuration Setting.

20F1.3.1. Ensure your configuration is set up, as such, to do this, go up to the top-line menu, click on “Preference”, “Session”, and then “Edit”.

TRANSLATION TABLE - only select “Country” option

HOST PARAMETER - select “Demand” mode, and for Demand Mode parameters, ensure the demand Line has (i.e. “@XQT 1CC*DX-UTILS.DXD”).

HOST RESTRICTIONS - select “Overwrite an existing host

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file and as the default file qualifier
(i.e. “0gv00000”)

COMMUNICATION

- UPLOAD - Buffers = 2;
Characters per buffer = 3700
- DOWNLOAD - Buffer = 5;
Characters per buffer - 3700
- TIMEOUTS = Normal = 60 seconds
TIP Special = 3 minutes

ATTACHMENT 20F-2

FORMAT FOR THE DATA FILE

20F2.1. Purpose. It is used to create your database for the IAP program.

20F2.2. Access . Use the procedures in attachment 20F-1, to download your data file to a diskette or onto the hard drive. This file is created from the NGV782 mainframe program. This program should be scheduled PRIOR to the M10 each month.

20F2.3. Download. When downloading your file, make sure you create one for each system designator and that the file and element names are established properly so that one does not overwrite another. To prevent the risk of having data overwritten on the SBLC, download the print file to a floppy diskette as soon as possible. The extension of this file must be .DAT in order for the program to read it.

20F2.4. Data Elements . This is a breakdown of the data elements for the datafile.

Table 20F2.1. Data Elements.

POS	NO POS	FIELD DESIGNATION	TYPE
1	1	Type Sran	A
2-16	15	Stock Number	A/N
17-19	3	ERRCD	A/N
20-21	2	Unit of Issue	A/N
22-23	2	Application Code	A/N
24-37	14	Document Number	A/N
38-44	7	Quantity	N
45-54	10	Extended Cost	N
55-56	2	Type Transaction Phrase Code	A/N
57	1	Budget Code	A/N
58-71	14 11	Document Number or Warehouse Location	A/N A/N
72	1	Type adjustment code	A/N
73	1	Transaction Exception Code	A/N
74	1	Controlled Item Code (CIC)	A/N
75-76	2	System Designator	A/N
77-95	19	Nomenclature	A/N
96-105	10	Unit Price	N
106	1	Stockage Priority Code (SPC)	A/N
107-110	4	ISG number	A/N
111	1	Mission Impact Code (MIC)	N

20F2.5. Glossary of Terms.

Application Code.—Used to identify items relative to a specific system, subsystem end item, etc. They

may be used to assist in tracking usage and cost analysis. These codes are locally assigned, unless otherwise directed by Major command.

Budget Code. —Used to determine centrally procured, investment, or stock funded items.

Controlled Item Code. —Indicates the degree of security handling required for a particular item. Controlled items consist of classified, sensitive, and pilferable items.

Document Number. —Contents will vary depending on type transaction phrase code (TTPC).

DOC-NBR-WHSE-LOC-OR-BLANK. —Will contain the detail document number for detail adjustments and the warehouse location for in-warehouse adjustments. The TTPC can be used to define the type of adjustment. In-use adjustments will have TTPC of 1K, 1L, 1M, 2M, 2N or 2O. All other TTPCs are considered in-warehouse adjustments.

In-Warehouse Adjustments.—The warehouse location is usually in positions 1-11 and positions 12-14 are blank. Use the entire 11 positions for requests sorted by warehouse location. The field is further broken down as follows:

Table 20F2.2. In-Warehouse Adjustments.

POS	FIELD
1 - 2	Warehouse Number (N) *Sort item
3	Stock Room or Storage Section (A)
4 - 6	Bin Row (N)
7	Level (A)
8	First digit of bin number (A/N)
9 - 10	Remaining two digits of bin (A/N)
11	Bin or pallet subdivision (A/Blank)

In-Use Adjustments.—Positions 2-6 of the document number identifies the organization responsible for the in-use item.

ERRC. —(Expendability/Recoverability/Reparability/Cost Designator) - designated the expendability status, level of repair, cost category.

Extended - Cost. —The extended cost of the adjustment value. This dollar value may be positive or negative depending on the type of adjustment (signed field).

ISG-NBR (Interchangeable and Substitute Group Number).—Used to identify the I&S group a stock number belongs to.

ITEM-IDENT-NOMEN (Item Identification Nomenclature). —Give a brief item description.

MIC (Mission Impact Code).—Indicates the essentiality of an item.

QUANTITY-THIS-ACTION.—The quantity that was adjusted with this input. This value is signed, positive/negative value.

Remarks. —Allows the user the capability to add remarks data for specific stock number.

SPC (Stockade Priority Code).—Used for economic order quantity items.

SRAN (Stock Record Account Number).—Identifies the address of each account. This will be used at the MAJCOMs level to link each transaction to a specific base. This field will be prompted for and the

data manually entered for each diskette the MAJCOM downloads. You will need to maintain this field on each inventory transaction record.

SRD (Standard Reporting Designator).—Identifies the type aircraft, major end item or system. Need the capability to cross-reference the stock number to the SRD. This data will be manually input by the user, and should be maintained in a separate data set. There will be several stock numbers with the same SRD.

STOCK-NUMBER. —Assigned to each item to simplify supply accounting and cataloging.

System Designator. —Used to identify the account. There will be a separate database and download diskette for each system designator. Analysis is accomplished for each system designator.

TEX (Transaction Exception Code).—Used on inputs for program identification of exception conditions which require specific functions depending on the input and program involved. Chapter 3, [attachment 3A-8](#) lists the valid TEX codes, and Chapter 20, [Attachment 20C-1](#), Note 5, lists the codes specific to inventory adjustments.

TYPE-ADJUSTMENT-CODE. —identifies the type of inventory adjustment.

Table 20F2.3. TYPE-ADJUSTMENT-CODE.

CODE	TYPE ADJUSTMENT
A	Automatic Adjustment
B	Sample
C	Cycle
D	Special
F	Identify Change
9	Automatic Sample

TYPE-SRAN (Type Stock Record Account Code).—Identifies the type of management, activity or organization to which the stock record account is supplied. “B” for base supplies manager, “E” for the equipment manager, “P” for fuels account.

TYPE-TRANSACTION-PHRASE (Type Transaction Phrase Code (TTPC)).—Used to further identify the transaction. Chapter 3, [attachment 3A-9](#) provides the TTPC and the type phrases allowed. This code will be used to help identify the type of adjustment made. (i.e., TTPC 1A, means the item Record/Unserviceable Detail was decreased.)

Unit Of Issue.—Identifies the minimum quantity of an item that may be requisitioned, received, stored or issued.

UNIT-PRICE. —Indicates the minimum quantity of an item that may be requisitioned, received, stored or issued.

Year. —Indicates the year of the adjustment.

ATTACHMENT 20F-3

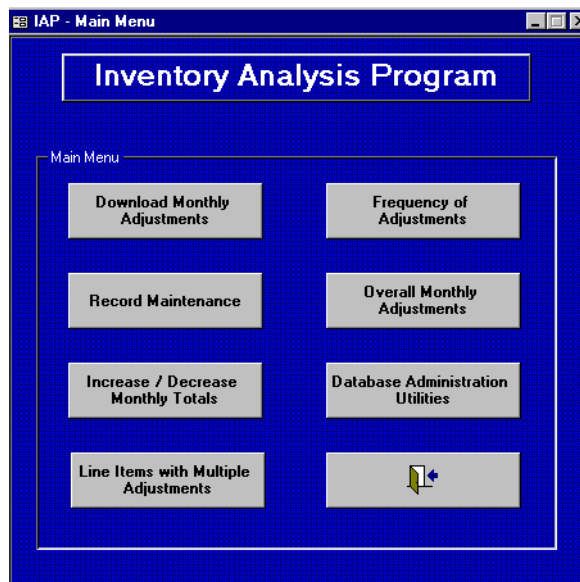
IAP MAIN MENU

20F3.1. Purpose . To provide the user a display of the IAP options and various functions within the PC program.

20F3.2. Access . Once the installation has been completed, the Main Menu will automatically be displayed.

20F3.3. Function Keys . The operator will select the desired option by placing the cursor on that option and clicking the mouse.

Figure 20F3.1. Function Keys.



ATTACHMENT 20F-4

DOWNLOAD MONTHLY ADJUSTMENTS

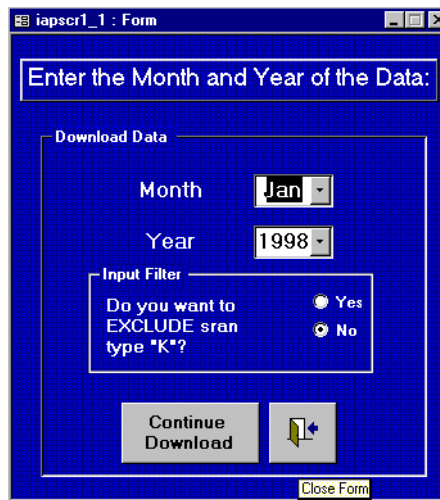
20F4.1. Purpose . To allow the user to download their inventory adjustment data from floppy diskette to the IAP database.

20F4.2. Access . Access to this screen is from the Main Menu, click on the "Download Monthly Adjustment".

20F4.2.1. This function allows you to build monthly data into your database. When this file is created, it's maintained in an "Archive" directory under the C:\iap4 directory, maintain a copy of the datafile on floppy for back-up capability.

20F4.2.2. The following will be displayed after selecting this option:

Figure 20F4.1. Access.



20F4.2.3. Click on the Month dropdown menu and select the month you want to download, then click the year. Click on the <continue download> option in order for the program to process the file.

20F4.2.4. Once the file is downloaded into IAP, it creates a .DAT file under the C:\IAP\ARCHIEVE directory, each file name loaded will take on the name - "IAP???*#*.DAT". The "???" = the month you just downloaded, "*" = the year and the "#" = the number of files created for that particular month.

20F4.2.5. Clicking on the <open door> will take you back to the Main Menu.

ATTACHMENT 20F-5

RECORD MAINTENANCE

20F5.1. Purpose . To allow the user to view the inventory adjustment data, edit the remark field for the adjustment data, and view the item record data.

20F5.2. Access. Selecting Record Maintenance option from the main menu accesses this screen.

20F5.2.1. The record maintenance menu provides you with the following options:

Figure 20F5.1. Access.



20F5.2.2. Inventory Adjustment Record allows you to view and edit the remarks field. This screen allows you to move from one record at a time or go from 1st record directly to the last record.

20F5.2.3. Item Record option will be displayed when you run this option. This options gives you the item record data; however, you are only able to view and not edit these field.

20F5.3. The adjustment records in the database correspond to the adjustment records on your M-10 for the month.

ATTACHMENT 20F-6

INCREASE/DECREASE TOTALS

20F6.1. Purpose . The increase/decrease totals function allows you to view the number of line items adjusted and the dollar value of the adjustments for a specific month.

20F6.2. Access. This screen can be accessed by selecting Increase/Decrease totals option from the main menu.

20F6.2.1. This screen provides you with options in which you can make your selection by:

Figure 20F6.1. Access.

iapscr3 : Form

Increase / Decrease Totals

Adjustments for: Jan 1998

Sorted by:

Preview TEX Report	Print TEX Report
Preview ERRC Report	Print ERRC Report
Preview TTPC Report	Print TTPC Report
Preview Budget Code Report	Print Budget Code Report
Preview Warehouse Location Report	Print Warehouse Location Report
Preview Controlled Item Code Report	Print Controlled Item Code Report

➔

20F6.2.2. Select the month/year and then click on the report you require, each of these options also give you a print capability.

20F6.2.3. When selecting any of these options, you will get a report of all the codes loaded within the IAP program.

ATTACHMENT 20F-7

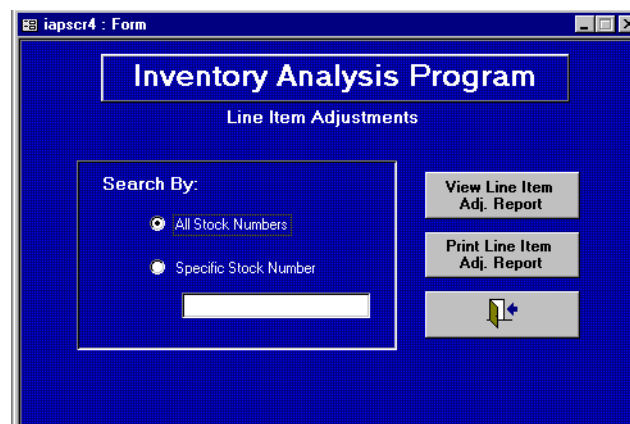
LINE ITEMS WITH MULTIPLE ADJUSTMENTS

20F7.1. Purpose . To allow viewing of more than one adjustment over a given period of time.

20F7.2. Access . This screen can be accessed by selecting “Line item with Multiple Adjustment” option from the main menu.

20F7.2.1. This screen provides 2 options in which you can view adjustments by, this screen allows you to search by:

Figure 20F7.1. Access.

The screenshot shows a software window titled "iapscr4 : Form". Inside the window, the title "Inventory Analysis Program" is displayed in a large font, with "Line Item Adjustments" below it in a smaller font. On the left side, there is a "Search By:" section containing two radio button options: "All Stock Numbers" (which is selected) and "Specific Stock Number". Below these options is a text input field. On the right side, there are three buttons: "View Line Item Adj. Report", "Print Line Item Adj. Report", and a button with a yellow arrow icon pointing to the right.

20F7.3. These functions are used to view items that have had more than one adjustment over a given period of time.

ATTACHMENT 20F-8

FREQUENCY OF ADJUSTMENTS

20F8.1. Purpose . To allow user to view the total number and percentages of adjustments for a given period of time.

20F8.2. Access . This screen can be accessed by selecting “Frequency of Adjustments” option from the main menu.

20F8.2.1. This screen allows you to sort by month and year with the following options:

Figure 20F8.1. Access.

The screenshot shows a software interface titled "iapscr5_1 : Form". The main heading is "Line Item Frequency Adjustments" in a yellow-bordered box. Below this, there are two dropdown menus for "Adjustments for:" with "Jan" and "1998" selected. Underneath is a "Sorted by:" label. The interface contains three identical-looking sections for different codes: SPC, MIC, and CIC. Each section has a radio button for "All [code]'s" (which is selected) and a radio button for "Specific [code] =>" followed by an empty input field. Below each set of radio buttons are two buttons: "Preview Report" and "Print Report". At the bottom of the form is a large button with a yellow arrow pointing to the right.

20F8.2.2. All SPC, MIC, and CIC's brings up the report on all codes loaded within the IAP databases.

20F8.2.3. The Specific SPC, MIC, and CICs allows you to enter specific codes in which to view.

20F8.3. This option is helpful when trying to identify trends relative to Stockage Priority Code, Mission Impact Code, and Standard Reporting Designator.

ATTACHMENT 20F-9

OVERALL MONTHLY ADJUSTMENT

20F9.1. Purpose . Provides viewing of the number of adjustments, number of units adjusted, and the total dollar value by month.

20F9.2. Access . This screen can be accessed by selecting “Overall monthly adjustment” option from the main menu.

The Monthly Inventory Adjustments functions can also be used to view the overall monthly adjustment data for every month in the database, or for a specific month. This report is listed in month/year sequence with the oldest date at the bottom of the report.

ATTACHMENT 20F-10

DATABASE ADMINISTRATION UTILITIES

20F10.1. Purpose. This option gives you the option to remove certain dates from the database.

20F10.2. Access. This function can be accessed by selecting the “Database Administration Utilities” from the main menu.

20F10.2.1. This screen will give you the options to remove dates from the database.

Figure 20F10.1. Access.

The screenshot shows a window titled 'iapscr7 : Form'. Inside, there is a section titled 'Enter the Month and Year of the Data to Delete:'. Below this, there is a 'Delete Data' section. It contains two dropdown menus: 'Month' with 'Jan' selected and 'Year' with '1998' selected. Below these are two buttons: 'Delete Specific Month's Records' and 'Delete All Database Records'. At the bottom of the 'Delete Data' section is a button with a right-pointing arrow.

20F10.2.2. Before deleting any dates from the database, you will be prompted with the following message:

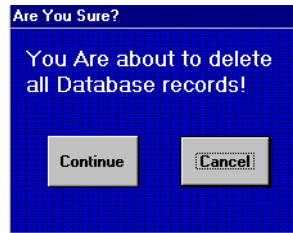
Figure 20F10.2. Access (cont'd).

The screenshot shows a dialog box titled 'Are You Sure?'. The text inside says 'You are about to delete Database records for:'. Below this, it displays 'Jan' and '1998'. At the bottom are two buttons: 'Continue' and 'Cancel'.

20F10.2.3. Before deleting the Database records, you will be prompted with the following message.

Figure 20F10.3. Access (cont'd).

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20F10.2.4. Removing separate dates or entire database will also remove the archive file that has been created. Remember to always have a backup copy of all your data file prior to deleting your entire database.